


NUMBER: 351		EFFECTIVE DATE: February 27, 2019	PAGE 1 of 4
SUBJECT: Civilian Volunteer Program		APPROVED BY: Randall Aragon, Chief of Police 	
NMLEA STANDARDS: None			

I. PURPOSE:

The purpose of this Directive is to establish policy and procedure for the Citizen Volunteer Program for the Truth or Consequences Police Department.

II. POLICY:

It is the policy of the Truth or Consequences Police Department to utilize volunteers efficiently, and establish procedures and guidelines to coordinate citizen volunteer training and service.

Law enforcement agencies are continuously faced with scarcities of resources in performing their day-to-day functions, with the primary shortage often being that of personnel. Consequently, many departments augment such personnel needs through the use of interns and citizen volunteers. Positions not requiring sworn personnel are specified as civilian positions and staffed accordingly.

DEFINITIONS:

Citizen Volunteer – A citizen volunteer affiliated with the Department in a part-time, non-sworn capacity, without compensation, because of an interest in contributing to the Department’s role in the community (e.g. Police Department Chaplain, Customer Service Representative [at front desk], etc.).

Intern – A student (High School or College) or graduate in a professional field gaining supervised practical experience.

Organization and Administration – Police Chaplain Program

1. The Police Chaplain is a citizen volunteer, serving in a non-sworn position without compensation, and as such, this person will not be assigned to duties requiring sworn status.
2. The position of Police Chaplain will be held by those persons who have received training in theology and/or counseling, possess certification as an ordained minister, and have expressed a desire to serve the Department in such a capacity.
3. The Police Chaplain will have no law enforcement authority nor any authority over other members of the Department.
4. The Police Chaplain may wear a uniform; however, the uniform will be clearly distinguishable from the uniform of sworn officers.

5. The Police Chaplain will receive training regarding any duties specified in Department directives or policies.
6. Specific duties of the Police Chaplain include, but are not limited to, the following:
 - a. Provide assistance to officers in incidents such as accidental deaths, delivering death messages, and other circumstances when persons involved may benefit from the presence of a chaplain;
 - b. Provide personal counseling and assistance to Department members; and
 - c. Patrol with officer (as an observer) to learn the duties and responsibilities of the police.
7. The involvement of the Police Chaplain in a police situation will be initiated by the officer-in-charge or by leadership personnel who deem such assistance beneficial.
8. Although not directly involved in the Departmental chain-of-command, the Police Chaplain will report to the Chief of Police for organizational purposes.

Organization and Administration – Citizen Volunteer Program

1. The Department will establish a Civilian Volunteer Program to assist with administrative and community service functions. Personnel selected to serve in the Citizen Volunteer Program will be considered non-sworn (without compensation) and will be assigned duties relevant to the skills they possess.
2. The Department does not issue uniforms to personnel participating in the Citizen Volunteer Program. All citizens selected to serve in the Citizen Volunteer Program will wear civilian clothes; however, upon approval by the Chief of Police, a standardized shirt and/or cap (e.g., embroidered shirt/baseball cap) designating their civilian volunteer position may be approved.
3. The Citizen Volunteer Program will report directly to the Chief of Police who may appoint, a *Volunteer Program Coordinator* (who may also be a Citizen Volunteer). The responsibilities of the Volunteer Coordinator are:
 - a. Recruiting potential volunteers by interfacing with various volunteer and civic groups;
 - b. Coordinating the selection and placement of volunteers; developing and initiating training programs for them, and finally conducting performance evaluations on volunteers within the program.
 - c. Keeping records of services and hours of volunteers.
 - d. Establish and maintain a Volunteer Recognition program.

Recruitment

The Volunteer Program Coordinator will:

1. Screen applications and conduct background investigations on candidates based upon candidate's submission of TCPD Form 26 (Civilian Volunteer Application).
2. Interview qualified candidates and select those meeting the current needs of the Department. These candidates will be presented to the Chief of Police for final approval.
3. Upon selection, the Volunteer will be notified by the Volunteer Coordinator, who will conduct a brief orientation and necessary training prior to placing the Volunteer.
4. The Volunteer Coordinator will monitor the progress and accomplishments of the Volunteer, and continually update the Chief of Police as necessary.

Volunteer's Responsibility

The Volunteer will function in support roles related to administrative tasks, community relations, and other civilian level support activities. Volunteers will also:

1. Understand and fulfill the time requirements of the position;
2. Participate in training/learning opportunities;
3. Become familiar with Departmental Directives, rules and regulation and abide by them where applicable.

Confidentiality

During the course of the Volunteer's participation in this program there may be exposure to confidential information. Volunteers must understand the need for confidentiality and shall agree to indemnify the City of Truth or Consequences and the Truth or Consequences Police Department for any judgment or settlement of a claim based upon the unauthorized release or dissemination of confidential information or documents by the Volunteer. This agreement will be documented on TCPD Form 11, and filed with the Volunteer Program Coordinator.

Attachments:

Attachment A—TCPD Form 11—(Citizen Volunteer Program--Conditions of Employment)
Not Attached--TCPD Form 26—(Civilian Volunteer Application)

Citizen Volunteer Program – Conditions of Employment

----- As a Citizen Volunteer, High School/College Intern, or Police Chaplain, I do hereby certify that I have reviewed, comprehend, and do agree to comply with the guidelines set forth in TCPD Written Directive 351, relating to my volunteer employment with the Truth or Consequences Police Department.

----- Additionally, I thoroughly understand Written Directive 351 pertaining to confidentiality, and do hereby agree to indemnify the City of Truth or Consequences and the Truth or Consequences Police Department for any judgment or settlement of a claim based upon the unauthorized release or dissemination of confidential information or documents by the volunteer.

__Waiver and Release:

I agree that all the volunteer activities in which I choose to participate are at my own risk and I assume full responsibility for my actions while acting as volunteer for the T or C Police Department.

I hereby fully and completely release, indemnify, and hold harmless the City of Truth or Consequences, the T or C Police Department, its Managers, officers, volunteers, agents, servants, and employees from any claim, cause of action or liability of any sort of nature, whether known or unknown, directly arising out of or in connection with my volunteer duties at the T or C Police Department.

_____/_____
Citizen Volunteer Printed Name/Signature Date

Printed Name/Signature of Parent/Guardian (if under 18):

(Witness: Chief of Police or Citizen Volunteer Program Coordinator):

(Note: This form will be filed with the Citizen Volunteer’s Program Coordinator).

(TCPD Form 11)