



WRITTEN DIRECTIVE	No.	PD15-0214	Page:	1 of 3
	Subject:	Effective Date: 12-09-2015		
	VOLUNTEER PROGRAM	Supersedes/Amends: PD12-0214		
		Reference: 16.4.1- 3		



I. Purpose

The purpose of this directive is to establish guidelines that will enhance the operation of the department by enlisting the use of citizen volunteers.

II. Policy

It shall be the policy of the Lynchburg Police Department to enlist the services of citizen volunteers in areas where their services will be beneficial.

III. Procedure

A. GENERAL

16.4.1 A

1. The Crime Prevention Unit Lieutenant will oversee and coordinate the volunteer program.
2. Volunteers will not be commissioned as law enforcement officers, and will not be granted any law enforcement authority; but may be assigned to law enforcement-related community service functions.
 - a. *Volunteers* will not be covered by nor entitled to any city injury or death benefits provided to full time employees.
 - b. *Volunteers* will not receive city payment, benefits, or other compensation for hours worked.
 - c. The *Volunteer Program* is not designed to replace paid staff, but is aimed at a supplementary and complementary role.
 - d. Volunteers may function in support of community relations activities and other civilian-level support activities.
 - e. Volunteers will not be assigned to duties requiring sworn officer status.

B. BACKGROUND INVESTIGATION

1. A thorough background investigation will be conducted on the selected volunteer applicant prior to assuming duties for verification of:

- a. information contained within all documents related to the volunteer application process
 - b. the applicant's qualifying credentials
 - c. personal character and moral standards.
2. A volunteer background investigation may include a review of information from the following sources:
- a. police arrest records
 - b. police incident reports
 - c. court conviction records
 - d. credit reports
 - e. minimum of three character references
 - f. professional organizations / activities
 - g. neighborhood canvas
 - h. any other references or contacts developed through the applicant process.
3. If, at any point during the volunteer applicant process and applicant knowingly falsifies, deletes, omits, or gives misleading information, whether orally or in writing, that applicant will be eliminated from further consideration.
- 16.4.1 B**
4. Volunteers may be assigned duties including, but not limited to:
- a. Police Chaplain
 - b. receptionist/information processing
 - c. secretarial/clerical
 - d. community relations support activities
 - e. specialized project support activities
 - f. inspection/audit
 - g. translator/interpreter.

16.4.3

5. Volunteers will not be assigned a uniform, but they will be expected to comply with civilian dress standards as outlined in the written directive entitled *Personal Equipment, Apparel and Grooming* (PD-2002).
6. Volunteers will be provided with an LPD volunteer photo identification card.
 - a. Volunteers will display their LPD photo identification card while serving in their assigned volunteer duties or at anytime inside LPD facilities.

16.4.2

B. VOLUNTEER TRAINING

1. The Crime Prevention Lieutenant will be responsible for coordinating all training activities regarding volunteers.
2. Training of volunteers will be conducted in three stages:
 - a. Orientation
 - 1) Familiarizing the volunteer with the department, its mission/philosophy, functions, policies, and organizational structure.
 - 2) This should include a tour, a briefing session and arranged observation opportunities in areas of interest (all ride-alongs will comply with the written directive entitled *Ride-Along Program*).
 - b. Pre-service training by the unit's supervisor will include informal on-the-job training for specific tasks to be performed and department policies concerning security and confidentiality.
 - c. In-service training will include additional informal on-the-job training by the unit's supervisor or appointee as-needed.

Original Signed

Raul M. Diaz
Chief of Police

December 9, 2015

Date