

	POLICY & PROCEDURE	SERIES # 1908	PAGE 1 OF 3
	SUBJECT VOLUNTEER PROGRAM		EFFECTIVE DATE 11/04/15
			OVERSIGHT Operations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # NEW POLICY	

I. PURPOSE:

The purpose of this policy is to provide a meaningful opportunity for citizens to volunteer within the Division.

II. POLICY:

It is the policy of the Hampton Police Division to establish procedures for a Volunteer Program to offer citizens, who are interested in supporting law enforcement objectives through the performance of non-compensated duties. The responsibility for the administration of the program shall rest with the Community Engagement Unit.

III. PROCEDURE:

A. Qualification:

The volunteer selection process will be determined by the need to supplement current staffing. A candidate for a volunteer position must be:

1. 18 years of age or older at time of application
2. Have not been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violations of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substance
3. Honorable discharge from Military Service (if applicable)
4. Marijuana use will be viewed in the context of the applicant's age at the time of use, how recently used, and the frequency of use. No marijuana use will be allowed within 1 year of the date of the application.
5. No other illegal drug use. No sale of any drugs

APPROVED:
CHIEF OF POLICE



6. No pattern of abuse of legal or illicit drugs (including steroids)

B. Application:

1. Application Packet Submission
2. Applications for volunteering will be received by the Personnel and Recruiting Unit for processing and background checks.
3. Background Investigation
4. Polygraph
5. Interview
6. Fingerprint submission
7. Acceptance or Denial to the program
8. All volunteers will be required to sign a confidentiality agreement on their first day in the program.

C. Duties and responsibilities:

Volunteering offers an opportunity to work in various units of the police division. Volunteers are not utilized in assignments requiring police authority, but are utilized to assist the community and observe police activities under the direct supervision of Hampton Police Officers. The following tasks are examples of assignments which volunteers may participate:

1. Community Relations
2. Central Records
3. Recruiting
4. Investigative Services
5. Operations
6. Special Projects

Unit Supervisors shall oversee training for volunteers as it relates to their assigned duties.

D. Attire:

1. Volunteers shall dress in professional attire, wearing conservative, non-revealing clothing. Appropriate work attire should promote modesty, health, safety, and the avoidance of distraction to others.

2. Clothing not acceptable to be worn by volunteers includes but is not limited to: shorts, flip-flops, halter tops, mid-riff blouses/shirts, spandex, fish net clothing, spaghetti straps of any nature, faded or torn clothing, blue jeans, T-shirts, sneakers and skirts or skorts shorter than mid-thigh.
3. Volunteers shall keep their hair neatly groomed. Barrettes, plain headbands and conservative hair adornment may be worn. Males may wear mustaches and beards as long as they are neatly trimmed.
4. Fingernails must be trimmed so as not to interfere with performance, and so as not to create a distraction.

E. Compensation / Wages:

Volunteers will **NOT** receive any monetary compensation.

F. Termination:

Any volunteer may be terminated at the sole discretion of the Chief of Police or his designee. Reasons for termination may include, but not be limited to, attendance/tardiness, failure to adhere to HPD guidelines, breaches of confidentiality, unprofessional conduct or poor performance.