

**GENERAL ORDER 16.5.1**

**Volunteer Services**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Establishes guidelines for volunteer recruitment and describes types of volunteers.

**DISCUSSION**

None.

**POLICY**

**I**

The Springfield Police Department utilizes volunteers in all the divisions of the Police Department.

Volunteers are generally recruited through the Office of the Chief and the Community Outreach Coordinator,. Department employees who need volunteer assistance can request to have a volunteer assigned to them.

**II**

Prospective volunteers must fill out an application, complete an oral interview and pass a background investigation before becoming a Springfield Police Department volunteer. Except for Reserves, screening and selection is handled by the Office Supervisor and the Community Outreach Coordinator.

**III**

Cooperative Work Experience (CWE) students must follow a process set up by a college or university before being accepted by the Springfield Police Department as CWE interns. Once the school's process is fulfilled, the CWE student will follow the same application process described in Section II. . CWE students are coordinated by the Administrative Sergeant and the Management Analyst

## IV

Police Volunteers are individuals who volunteer their time and efforts towards helping the Police Department and the community. These volunteers may be members assigned to Neighborhood Watch, Crime Prevention programs, Citizen Police Academy alumni, and the Fleet Readiness Team. Police volunteers are required to pass a criminal history check and reference check.

Volunteers for Neighborhood Watch who work outside of the Department/office follow the application process described in G.O. 45.2.1. They are also given training in observation of community activities and identifying criminal behavior. These volunteers are screened by the Community Outreach Coordinator.

Volunteers for the Fleet Readiness Team follow the application process mentioned above. Fleet Readiness volunteers are coordinated and screened by the Administrative Sergeant. Fleet volunteers also perform a number of other tasks around the community like graffiti abatement and other projects approved by the Administrative Sergeant.

## V

Volunteers shall be trained appropriate to their assignments. They may handle public accessible documents, if trained to do so by Department personnel; represent the Police Department in community functions as authorized by the Department; and assist in general office functions.

All volunteers will agree to and sign the Volunteer Code of Conduct. It reads as follows:

“As a volunteer for the Springfield Police Department, I will do my best to maintain the integrity of this organization. I will abide by the departments policies and by the guidance of its members. I will follow the laws of the City of Springfield, Lane County and the State of Oregon. I will conduct myself in a respectful manner and I will have the courage to hold myself accountable for my actions.”

## VI

Volunteers may not use the RMS computer for data entry; perform background investigations of individuals; handle confidential police information or have access to police records that are not public record. In addition, they may not represent themselves as employees of the Police Department or repeat or discuss any confidential information obtained through affiliation with the Police Department to any person outside the Police Department. Volunteers

will be fingerprinted and fill out a CJIS security background form.

## **VII**

All hours worked by volunteers shall be recorded in the payroll system by their immediate supervisor. Hours shall be entered during each pay period worked.

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Richard L. Lewis  
Chief of Police