
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY # 16.5.1
EFFECTIVE DATE 7/19/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 1.5.13

Volunteers

16.5.1.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for volunteer recruitment and describes types of volunteers.

16.5.1.2 POLICY

The Springfield Police Department may utilize 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. Volunteers have the same authority as all citizens but do not have any additional authority, such as sworn police officers or reserve officers.

16.5.1.3 APPLICATION and SELECTION

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.

16.5.1.4 COOPERATIVE WORK EXPERIENCE

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 16.5.1.3. CWE students are coordinated by the Administrative Sergeant and the Management Analyst

16.5.1.5 PLACEMENT

Police volunteers volunteer their time and efforts towards helping the Police Department and the community. These volunteers may be assigned to support department needs. Police volunteers are required to pass a criminal history check and reference check.

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Volunteers for Neighborhood Watch who work outside of the Department/office follow the application process described in Policy 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.

Volunteers shall be trained appropriate to their assignments. They may handle publicly 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.

Volunteers are allowed access to department facilities as needed to perform their duties, or as otherwise specifically authorized. City of Springfield Administrative Regulation 05.02.05: *Building and Facility Access* sets forth the City of Springfield's building and facility access expectations and defines individual responsibilities.

16.5.1.6 CODE OF CONDUCT

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.”

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.

16.5.1.7 DRESS CODE

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. Volunteers shall be required to return any issued uniform or department property at the termination of service.

16.5.1.8 LIABILITY AND WORKERS COMPENSATION INSURANCE

The City of Springfield has chosen to provide Worker's Compensation coverage for Springfield Police Department volunteers. Liability coverage for covered volunteers will be pursuant to City provisions. The benefits are coordinated through the City Human Resources Department.

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16.5.1.9 TIME ACCOUNTING

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.