

BERKELEY POLICE DEPARTMENT

DATE ISSUED: December 15, 1999

GENERAL ORDER V-8

SUBJECT: VOLUNTEER PROGRAM

PURPOSE

- 1 - The purpose of this General Order is to establish the guidelines and procedures for the Berkeley Police Department Volunteer Program.

POLICY

- 2 - The Volunteer Program is designed to provide citizens with an opportunity to assist the Berkeley Police Department. All employees are expected to support this Program to the extent possible.

BACKGROUND

- 3 - The Berkeley Police Department has utilized volunteers for many years in different assignments. The Program provides volunteers with an opportunity to participate and observe actual police activities. An ongoing training program provides volunteers with the necessary background to assist the Police Department.

PROCEDURES

- 4 - The **Volunteer Coordinator*** administers the Volunteer Program, **under the guidance of the Community Services Bureau Sergeant.***
 - (a) The Chief of Police will be the final authority on all appointments to the Volunteer Program or severance from service.
- 5 - It shall be the responsibility of the **Volunteer Coordinator*** to assist in the overall planning, administration, and supervision of the Volunteer Program.
- 6 - The **Volunteer Coordinator*** will serve as the advisor. He/she shall coordinate all relations between volunteers and regular police Divisions/Bureaus.

ELIGIBILITY FOR VOLUNTEER PROGRAM MEMBERSHIP

- 7 - Volunteer applicants must:
 - (a) Be at least eighteen (18) years of age.
 - (b) Have no serious criminal history.
 - (c) Possess a valid California Driver's License (only for certain assignments).
 - (d) Possess enthusiasm, drive and an interest in making a difference in the community.

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APPLICATION FOR VOLUNTEER PROGRAM

- 8 - All persons seeking to **become a member*** of the Berkeley Police Volunteers Program shall be referred to the **Volunteer Coordinator**. **The applicant will complete the BPD Volunteer Application form (BPD81998) and the BPD Volunteer Agreement and Release from Liability form (BPD81998L).** After completion of an Oral Board for each candidate, a background investigation will be completed, including (at minimum) a records check, Department of Motor Vehicles check and a fingerprint check. Upon completion of the above, each candidate will attend the Volunteer Academy, which will run for one night a week for four consecutive weeks.*

UNIFORM AND EQUIPMENT

- 9 - Uniform and equipment for the Volunteer Program includes:
- (a) **Appropriate civilian attire to be able to meet the general public and ID Badge***
 - (b) **“Polo type” shirt with “V.I.P.S.” (Volunteer In Police Service) logo***

FUNCTIONS

- 10 - Some of the functions which volunteers may be assigned to might include, but are not limited to:
- (a) Assisting the **Volunteer Coordinator*** or others on special projects and on-going programs.
 - (b) Providing assistance to other divisions as needed.
 - (c) Any other tasks that may be deemed appropriate by the Chief of Police.
- 11 - Volunteers **for the most part*** will not perform duties, which are normally performed by sworn personnel **or other full time employees of the Berkeley Police Department. They are here to augment not supplant.***

DISCIPLINARY ACTION

- 12 - All members of the Volunteer Program shall be required to observe and obey the policies, rules, regulations, and procedures as set forth in the Berkeley Police Department General Orders and Regulations binder, as well as directives issued by the Chief of Police, or his/her duly designated representatives. A copy of the Berkeley Police Department General Orders and Regulations binder is maintained in the **Volunteer*** Office. Disciplinary action may include:

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- (a) Verbal reprimand.
- (b) Written reprimand.
- (c) Suspension.
- (d) Dismissal.

SEPARATION FROM SERVICE

13 - All persons separated from the Volunteer Program will return all Departmental equipment immediately. Persons may be separated from the Volunteer Program in the following manner:

- (a) Resignation.
- (b) **Dismissal.***

Reference: CALEA Standards