



Alexandria Police Department
Directive 4.12



VOLUNTEERS

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4.12.01	POLICY/PURPOSE
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In recognition of the important contribution of volunteers in providing public service, Alexandria has established a plan for the recruitment, placement and training of volunteers. This department has joined with other city agencies in seeking volunteers to supplement existing services. The Volunteer Program will enable volunteers to be assigned to varied *public service* duties throughout the department not requiring sworn officer status. **[16.4.1a]**

The purpose of this directive is to establish policy for requesting and utilization of volunteers in offices throughout the department. Volunteers serve at the pleasure of the Chief of Police and may be dismissed with or without cause as the needs of the Department dictate.

4.12.02	REQUESTING AND ASSIGNING VOLUNTEERS
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- A. All requests for volunteers will be sent through channels to the Volunteer Unit.
The request will include:

1. A description of the tasks the volunteer is expected to perform;
 2. A brief summary of any training that will be provided to the volunteer;
 3. A recommendation for any special review or screening of volunteer applicants; and
 4. An estimate of the required hours per week/month.
- B.** The Volunteer Unit will complete the screening and processing of volunteer applications. The Volunteer Coordinator will refer volunteer applicants to appropriate units after:
1. The completion of the application and screening process;
 2. The screening requirements shall be set by the Chief of Police and will apply to all volunteers.
 3. Satisfactory completion of the background investigation;
 4. Issuance of their Volunteer Identification Card (APD-175D);
(Identification Cards will not be issued before steps 1 and 2 above have been completed)
 5. Completion of a department orientation;
- C.** The Volunteer Unit will issue all volunteers the following police directives:
- 1.3 ORGANIZATION
 - 1.4 MANAGEMENT
 - 2.2 RULES OF CONDUCT
 - 3.6A SECURITY OF ARREST RECORDS
 - 3.6B RELEASE OF INFORMATION FROM REPORTS AND RECORDS
 - 4.12 VOLUNTEERS
- In addition, the Volunteer Unit will issue position descriptions, directives and written materials that pertain to the job(s) to be performed by the volunteer. **[16.4.1; 16.4.2]**
- D.** All training provided to volunteers, including the issuance of written materials, will be reported by the supervisor to the Volunteer Unit where it will be recorded in the respective volunteer's file.
- E.** Volunteers will be assigned duties dependent upon their skills and abilities, i.e. a volunteer with good *Spanish language* skills might be assigned to work *as a patrol interpreter* or a volunteer with good *data entry skills* might be assigned to the *Records Section*. **[16.4.1,b]**

4.12.03 REPORTING OF WORK

- A. Reasonable work hours and conditions will be established between volunteers, their primary office contact (supervisor) and the Volunteer Unit.
- B. Upon assignment to an office, the supervisor shall be responsible for showing the volunteer where time sheets are located. Each volunteer is responsible for promptly and accurately recording his or her hours worked. On the first day of each month, the supervisor shall submit the time sheet for the preceding month to the Volunteer Coordinator.
- C. Any modifications or terminations of volunteer assignments will be promptly reported to the Volunteer Coordinator.
- D. When a volunteer fails to report for work for two consecutive months, the Volunteer Coordinator shall contact the volunteer to ascertain their status and whether the volunteer intends to return.
- E. Volunteers will be evaluated on an annual basis. The Volunteer Unit will provide forms to the affected unit supervisors when the evaluations are due. The completed evaluations will be forwarded to the volunteer coordinator.

4.12.04 RESPONSIBILITIES

- A. The Volunteer Unit will maintain records of volunteers assigned to each unit; the hours worked by each volunteer, and will submit annual reports to the police chief.
- B. The Volunteer coordinator is responsible for issuing a copy of the Volunteer Handbook to each volunteer.
- C. *The Volunteer coordinator is responsible for obtaining signatures on confidentiality agreements (Appendix A) from each volunteer.*
- D. Volunteers are responsible for complying with departmental orders, policies and directives applicable to their public service assignments.
- E. Volunteers are responsible for notifying both their assigned office and the Volunteer Unit of their resignation/dismissal date.
- F. All supervisors and commanders who have assigned volunteers will ensure compliance with the provisions of this directive.

- G.** All supervisors, upon learning of their volunteer's intention to resign, shall:
1. Notify the Volunteer Unit with the effective date of the resignation, and
 2. Be responsible for collecting the ID Card and access cards from the volunteer on their last day and forward them to the Volunteer Unit so they may be recorded as received and accounted for. Supervisors failing to collect access cards and ID cards on the last day will be responsible for obtaining the items from the volunteer after they have left the Department's public service.

4.12.05 STUDENT INTERNS

- A.** *The Volunteer Unit Coordinator completes the screening and processing of student interns.*
- B.** *The volunteer coordinator works with colleges/universities intern coordinators in developing a program to help ensure interested college students experience various aspects and responsibilities of lawenforcement while completing a project, which meets the school's requirements, as part of their studies.*
- C.** *Student Interns must complete and successfully pass the APD Volunteer Application Process, to include liability waivers (i.e. Ride-Along Release, APD-159) and confidentiality agreements.*
- D.** *All of the aforementioned policies and procedures of the volunteer program are applicable to student interns.*
- E.** *In addition to the requirements of the APD Volunteer Program, student interns must:*
1. *Be eighteen (18) years of age or older,*
 2. *Be a U.S. citizen or a legal resident alien,*
 3. *Have an interest in a career in Criminal Justice,*
 4. *Be currently enrolled in an accredited college or university program which awards credit for participation in an intern program, or a participant in a Department approved mentor training program such as the Urban Alliance;*
 5. *Be recommended by their faculty advisor or sponsor.*
- F.** *The Volunteer Unit Coordinator assigns the interns with the completion of their volunteer/internship application.*
- G.** *The number of intern positions available is limited by Department resources and commitments.*

H. Student Interns will be placed primarily in Crime Scene Investigations, Criminal Investigations, Crime Analysis, or the Public Information Office. Based on the particular intern program and the resources of the Department, other locations may be considered, as appropriate. The Department is committed to being flexible to accommodate the needs of the intern, the requirements of the college or university, and the commitments of the Department.

I. Once the student intern is placed in a unit, that Unit's Supervisor will be responsible for the supervision, evaluation and reporting functions associated with the intern program.

J. Interns will be provided with the opportunity to learn through directly observing the performance of various police functions, and through time reserved for interviews, research, and the completion of papers and reports required by their college, university, or mentoring program.

By Authority Of:

**Earl L. Cook
Chief of Police**



ALEXANDRIA POLICE DEPARTMENT
VOLUNTEER CONFIDENTIALITY AGREEMENT

As a Volunteer/Intern of the City of Alexandria, Virginia in the Alexandria Police Department, I understand that I may learn of or have access to information (verbal, written, or electronic) which is of personal, safety-sensitive, or otherwise confidential in nature. Such information includes, but is not limited to incident reports, NCIC/VCIN information, Computer Aided Dispatch/RMS information, and other law enforcement or Alexandria Police Department related information. I agree to maintain the confidentiality of such information and will not divulge it to anyone for any purpose without the express consent or direction of my supervisor or other management of the Alexandria Police Department personnel.

I further understand and agree that I am prohibited from using any of this information for my personal use or benefit or for any other non-Police Department business related purposes. I understand and agree that my failure to comply with the confidentiality requirement set forth in this Confidentiality Agreement is grounds for discipline, up to and including termination of acceptance or termination of the Volunteer/Intern relationship. Additionally, the City may seek other criminal or civil sanctions or damages as may be allowed by law.

The restrictions of the Confidentiality Agreement regarding disclosure and use of information shall continue to apply after termination of acceptance or other relationship with the Alexandria Police Department.

I have read and understand this agreement and agree to comply with it in every respect.

Dated this _____ day of _____, 201_____

Signature _____

Printed Full Name _____