

Volunteers

341.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, certified officers and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase department responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

341.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

341.1.2 VOLUNTEER ELIGIBILITY

Requirements for participation as a Grafton Police Department volunteer include:

- (a) At least 18 years of age for all positions other than Explorer.
- (b) At least 14 years of age for Explorer.
- (c) A valid driver's license if the position requires vehicle operation.
- (d) Liability insurance for any personally owned equipment, vehicles or horses utilized during volunteer work.
- (e) No conviction of a felony, any crime of a sexual nature, any crime related to assault, any crime related to moral turpitude or any crime related to impersonating a law enforcement officer.
- (f) No conviction of a misdemeanor crime within the past 10 years, excluding petty traffic offenses.
- (g) No condition of mental illness or chemical dependency that may adversely affect the person's ability to serve in the position.
- (h) Physical requirements reasonably appropriate to the assignment.
- (i) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

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The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualification of the individual.

341.2 VOLUNTEER MANAGEMENT

341.2.1 VOLUNTEER COORDINATOR

The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator or the authorized designee shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions
- (b) Maintaining records for each volunteer
- (c) Tracking and evaluating the contribution of volunteers
- (d) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers
- (e) Maintaining a record of volunteer schedules and work hours
- (f) Completion and dissemination as appropriate of all necessary paperwork and information
- (g) Planning periodic recognition events
- (h) Administering discipline when warranted
- (i) Maintaining liaison with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering

341.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis in accordance with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist, the Department in serving the public.

341.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or the authorized designee should conduct a face-to-face interview with the applicant.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check; fingerprints shall be obtained from all applicants and processed through the Wisconsin Department of Justice (WisDOJ).
- (b) Employment

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(c) References

341.2.4 SELECTION AND PLACEMENT

Service as a volunteer shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, who will normally be the Volunteer Coordinator. No volunteer should begin performance of any position until he/she has been officially accepted for that position and completed all necessary screening and documentation.

At the time of final acceptance, each volunteer should complete all necessary enrollment documentation and will receive a copy of the job description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and with the needs of the Department.

341.2.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the Department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Depending on the assignment, training may include the following:

- (a) Role of the volunteer
- (b) Department policies
- (c) Training specific to the procedure manual for the volunteer position
- (d) Discrimination and harassment training
- (e) CPR/first-aid/AED
- (f) Search and rescue techniques
- (g) Scenario-based searching methods
- (h) Evidence recognition and preservation
- (i) Basic traffic direction and control
- (j) Roadway incursion safety
- (k) Self-defense techniques
- (l) Vehicle operations, including specialized vehicles
- (m) Horsemanship

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Training should reinforce to volunteers that they should not intentionally represent themselves as, or by omission infer, that they are certified officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department. Whenever a rule, regulation or guideline in this manual refers to a certified officer, it shall also apply to a volunteer, unless by its nature it is inapplicable.

341.2.6 FITNESS FOR DUTY

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

341.2.7 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.

Volunteers shall conform to department-approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by sworn officers. The uniform or identifiable parts of the uniform shall not be worn while off-duty, except volunteers may choose to wear the uniform while in transit to or from official department assignments or functions, provided an outer garment is worn over the uniform shirt so as not to bring attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

341.3 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

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A volunteer may be assigned as, and act as, a supervisor of other volunteers, provided the supervising volunteer is under the direct supervision of a paid staff member.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Following are some considerations to keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and the necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

341.4 CONFIDENTIALITY

With appropriate security clearance, volunteers may have access or exposure to private and confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor, the duties of the position or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel. All volunteers will be required to sign an affidavit of non-disclosure. [See attachment: NonDisclosure Agreement.pdf](#)

Each volunteer will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any private or confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

341.5 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn and clearly visible at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

341.5.1 VEHICLE USE

Volunteers assigned to duties that require the use of a vehicle must first complete the following:

- (a) A driving safety briefing and department-approved driver safety course.
- (b) Verification that the volunteer possesses a valid driver's license.
- (c) Verification that the volunteer carries current vehicle insurance.

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The Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers are not authorized to operate department vehicles for enforcement patrol operations or under emergency conditions (lights and siren).

341.5.2 RADIO AND MDT USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using the law enforcement radio or MDT and shall comply with all related provisions. The Volunteer Coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

341.6 DISCIPLINARY PROCEDURES/TERMINATION

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator. Volunteers shall have no property interests in their continued appointment. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing. The hearing shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with this department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.

341.6.1 EXIT INTERVIEWS

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

341.7 EVALUATION

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum job satisfaction on the part of volunteers.

341.8 REQUEST FOR VOLUNTEER PERSONNEL

The Volunteer Coordinator shall develop a plan outlining an emergency call-out procedure for volunteer personnel.

Requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the chain of command. A complete position description and a requested time

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frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of volunteer resources.

341.9 LIABILITY COVERAGE FOR VOLUNTEER/UNPAID MEMBERS

Liability protection and indemnification may be available, pursuant to Village policy, for all trained and active members serving in a volunteer capacity and acting within the scope of their authority. This includes, but is not limited to:

- Chaplains
- Cadets
- Explorers
- Volunteers in Police Service

341.10 VOLUNTEERS IN POLICE SERVICES RIDE-ALONG

Volunteers in Police Services (VIP) members can participate in a ride-along with officers. The member first needs to contact the Platoon Sergeant or supervisor that is working on the desired day of the ride-along to see if a ride-along is permissible. If approved, the Platoon Sergeant or supervisor will assign the officer that the VIP will be doing the ride-along with.

Attachments

NonDisclosure Agreement.pdf

NONDISCLOSURE AGREEMENT

In connection with your employment with the Grafton Police Department ("Department"), an administrative subdivision of the Village of Grafton, Wisconsin ("Village"), the undersigned ("Employee") has or will be provided access to certain information concerning the affairs of the Department which is sensitive in nature ("Confidential Information"). Acceptance of the terms and conditions of this document ("NDA") is a requirement for hiring or continued employment with the Department, and by signing below, Employee acknowledges the receipt and sufficiency of good and valuable consideration in exchange for the promises and commitments embodied by this NDA.

Confidential Information exists in a variety of forms, including but not limited to:

- Personnel records (including contact information, home address, and similar information for other Department employees)
- Investigative reports and notes
- Photographs; audio/video recordings
- Physical evidence
- Criminal history information (both adults and juveniles)
- Diagrams, measurements, and other data (as might be collected at an accident scene)
- Details of infrastructure (lines for water, sewer, electric, or gas)
- Information regarding security systems in use in Village or private buildings (alarms, types of locks, etc.)
- Emergency response plans and other matters of importance to anti-terrorism efforts
- Information marked "confidential" or similar

Information is considered Confidential Information with respect to its content, not its form. As such, Employee is prohibited from copying, reproducing, reciting, describing, discussing, or in any way publishing or distributing the informational content of Confidential Information. This includes, but is not limited to, sharing any Confidential Information on social media platforms. Confidential Information shall not be supplied to news media by Employee, whether anonymously or otherwise. Employee should avoid confirming or denying the existence of any specific Confidential Information when communicating with any person outside the Department.

Employee shall strictly observe all policies of the Department with respect to handling Confidential information. Employee shall promptly notify a supervisor of any confidentiality risks which become known to Employee, including but not limited to computer viruses or potential breaches of password security.

Confidential Information is to be used only in conjunction with Employee's job duties assigned by the Department. Requests for Confidential Information received from other law enforcement agencies should be referred through the Employee's chain of command. Employee shall not disclose any Confidential Information with any person or entity outside the Department without express approval of the Police Chief, which should ideally be memorialized in writing. The Police Chief has or may, from time to time, promulgate policies establishing or modifying how some or all Confidential Information is to be handled by employees of the Department. The Employee has an ongoing duty to maintain up-to-date familiarity with all such policies, which are agreed to be binding upon Employee as if set forth here in full.

Written requests for Confidential Information from any person outside the Department received by Employee must be immediately forwarded to the Village Secretary. Employee should anticipate that some members of the public, particularly persons reporting crimes or the parents of juveniles involved in a police incident, will erroneously believe

themselves entitled to access to Confidential Information. Employee should politely but firmly deny all such requests for Confidential Information pending further direction through the chain of command.

Employee should not presume that other Village employees or officials, even those within the Department, are permitted access to Confidential Information, and, if there is any doubt, should seek guidance through the chain of command with respect to inquiries from Village officials (whether elected or appointed) or employees.

In the event that Employee is requested or required by oral questions, interrogatories, requests for information or document subpoenas, civil investigative demand, by order of any governmental authority, or similar legal process to disclose any of the Confidential Information available to Employee in the course of employment with the Department, it is agreed that Employee will provide the Department with prompt written notice of such request(s) so that the Village may seek an appropriate protective order and/or waive compliance by Employee.

By signing below, Employee agrees that his or her obligations under this NDA shall continue indefinitely and survive the Employee's separation from employment with the Department and/or the Village. This NDA does not alter Employee's at-will or right to work employment status. Employee also represents that he or she has read the entirety of this NDA, understands its terms, and agrees to be legally bound by them knowingly and voluntarily.

This NDA shall be governed and construed in accordance with the laws of the State of Wisconsin (without reference to any conflicts of law rules). This NDA is effective immediately upon the date of signature set forth below, and is applicable to all Confidential Information accessed by Employee at any time during the course and scope of employment with the Village.

SIGNED AND SWORN TO ON THIS THE ____ DAY OF _____, 20 ____:

Date: _____

By: _____

(printed name of Employee)

Subscribed and sworn to before me, the undersigned authority, by _____, who is personally known to me, on the ____ day of _____, 20 ____.

[NOTARY SEAL]

Notary Public—State of Wisconsin