

# WEST PALM BEACH POLICE DEPARTMENT

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## I-12 COMMUNITY VOLUNTEER PROGRAM

**EFFECTIVE: 01/01/2005**

CALEA Standards: 16.4.1, 16.4.2, 16.4.3, 45.2.2, 45.2.3

CFA Standards: 6.01-6.04

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**I. POLICY:** The West Palm Beach Police Department welcomes all eligible citizens to apply for the Community Volunteer Program and encourages all members to enlist the assistance of all citizens as volunteers. The goal of the program is to reduce and /or prevent criminal activity affecting the citizens of West Palm Beach by increasing the interaction of citizens and police officers on an organized level. Volunteers will assist police officers with non-law enforcement tasks and various programs, such as Crime Prevention, Citizens on Patrol and Crime Watch.

### **II. DEFINITIONS:**

A. Volunteer Coordinator- The Volunteer Coordinator works under the direction of the Citizens Corp Coordinator and is responsible for coordinating the recruiting and selection of all volunteers, as well as maintaining all records of the volunteer's activities.

B. Community Volunteers - Citizens who volunteer to assist the West Palm Beach Police Department in non-law enforcement capacities. Volunteers will be under the direction of the specific Bureau/Division supervisor to which they are assigned.

### **III. ELIGIBILITY REQUIREMENTS:**

A. All volunteers:

1. Must be at least 18 years of age.
2. Must complete a Personal History Questionnaire.
3. Must satisfactorily pass a personal background check and have no felony convictions or misdemeanor convictions involving moral turpitude.
4. Will be fingerprinted and photographed.
5. Will possess good moral character, a positive attitude, and be in good physical condition.
6. Must pass an oral interview and a Computer Voice Stress Analysis exam.
7. Must possess a valid Florida driver license if authorized to operate City owned vehicles.

### **IV. AUTHORITY AND LATITUDE:**

A. The Crime Prevention Supervisor, in conjunction with the Volunteer Coordinator, will establish the parameters of the civilian volunteer programs

B. A Community volunteer is not sworn has NO authority, (i.e., police, arrest, or otherwise) and will not carry any type of weapon even if licensed while working.

### **V. DUTIES AND RESPONSIBILITIES:**

A. The Volunteer Coordinator will make recommendations to the Crime Prevention Officer for ways to improve the volunteer system and:

1. Monitor the amount of time each volunteer spends at the Department.

2. Place the volunteer in a position based on the volunteer's interests and any special skills or expertise he or she may possess.

3. Make recommendations for award recognitions for individual volunteers for outstanding service to the Department.

4. Help resolve conflicts between volunteers and paid members.

B. Volunteers will be assigned to non-law enforcement functions within any division or bureau.

C. Duties may include, but are not limited to:

1. Community Services activities.

2. Clerical duties.

3. Answering telephones and contacting the public when directed by their supervisor.

4. Translations.

D. Due to the nature of police work, volunteers may be called upon to testify as witnesses in court on any matter in which they have knowledge as a result of their association with the West Palm Beach Police Department.

E. Volunteers who interact with the public will represent the Police Department in a courteous and professional manner at all times.

F. The Chief of Police reserves the right to dismiss a volunteer from the Community Volunteer Program at any time.

## **VI. TRAINING:**

A. Volunteers will receive formal classroom training in those authorized and assigned duties and informal supervisory direction as needed in performing the duties they are assigned.

B. Volunteers will be eligible and are encouraged to attend any training presented by the department not of a law enforcement nature (ex. First Aid and C.P.R. courses) as space permits.

## **VII. ATTIRE:**

A. Every volunteer will be issued a shirt, which indicates that member's status as a volunteer. Prior to issuance of the volunteer shirt neat, casual dress is acceptable. Jeans and T-shirts are not permitted.

1. Volunteers are required to follow the Uniform and Plain Clothes Attire, Equipment and Appearance Policy.

2. Any article of clothing provided to the volunteer will clearly distinguish them from sworn personnel.

B. Access cards will be issued to community volunteers to allow access to the area of the Police Administration Building in which they are needed.

## **VIII. COMMUNITY CONCERNS:**

A. Crime Prevention Officer(s) are responsible for preparing quarterly reports to the Chief of Police, through their chain of command. The report will include the following;

1. a description of current concerns voiced by the community;

2. a description of potential problems that have a bearing on law enforcement activities within the community;

3. a statement of recommended actions that address previously identified concerns and problems; and

4. a statement of progress made toward addressing previously identified concerns and problems.

B. All members are obligatory

**IX. REFERENCE:**

- Rules and Regulations 5-8.
- SOP # I-13 Citizen Observer Patrol.
- SOP # I-14 Student Intern Program.
- SOP # I-15 Eyewatch Program.
- SOP # I-16 Ride Along Program.
- SOP # II-20 Uniform and Plain Clothes Attire, Equipment and Appearance Policy.

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**Delsa R. Bush, Chief of Police**

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Job Title Task Files: Crime Prevention Sergeant