

**BLOOMSBURG POLICE DEPARTMENT DATE ISSUED DATE EFFECTIVE NUMBER RULES,
REGULATION, PROCEDURE AUGUST 2002 SEPTEMBER 2002 35**

Subject: VOLUNTEERS IN POLICING

35.00.0 POLICY

Since September 11th, 2001, the demands on all law enforcement have increased dramatically. As a result, the already limited resources of police agencies are being stretched further than ever, at a time when every available officer should be on the street. In many areas around the country, citizens who have the time to volunteer in the community have offered their services to police, freeing up sworn officers to spend more time patrolling streets. Citizens' role range from clerical tasks to supervising community service workers. Citizens have come to realize through innovations such as community oriented policing, the partnerships between neighborhood residents and government, that police cannot succeed against criminals without active participation of community residents. VIPS programs were initially developed by the U.S. Department of Justice in partnership with the IACP and President Bush's Freedom Corps programs administered by the Department of Justice.

35.00.01 PURPOSE

The Bloomsburg Police Department maintains a Volunteer Program that will allow for Volunteers to help assist and support the Police Department carry out our mission that involves the responsibility of the protection of life and property and enforcement of the law. The purpose of this policy is to have a general guideline for the Volunteer program.

35.00.02 DUTIES

Volunteers in Policing Service (VIPS) provide a value added level of support to police staffing. While the police department is designed and staffed to provide appropriate policing and law enforcement services, there is always more to do. Volunteers allow police to focus on law enforcement and policing by taking on the following duties.

1. Helping with clerical work.
2. Participating in community meetings about citizen concerns.
3. Providing staff support in answering non-emergency phones for service.
4. Supporting police use of technology, computers, software etc, web site updates.
5. Supervising community service workers through both adult and juvenile probation.
6. Assist in the development of neighborhood watches.
7. Foster relationships with University & Town relationships and programs.
8. University researchers, statisticians and criminologists assist in research and development of grants.
9. Marketing, design community public safety campaigns.
10. Bilingual persons can translate for police.
11. Children mentoring programs.
12. Develop P AL or Police Athletic League events through the YMCA.
13. Faith leaders & ministers can provide counseling.
14. Public health officials can develop public safety plans for biohazards.

15. Architects and engineers can suggest ways to improve building safety to prevent/reduce crime.
16. Software companies can help police agencies automate systems and enhance Ability to communicate with the community through web-sties and other technology.
17. Civic associations can invite police to attend their meetings and contribute information about public safety.

35.00.03 PROCEDURE for REQUESTJNG VOLUNTEERS

The Bloomsburg Police Department will use the news media, newspaper, radio and the department's web-site to advertise a need for volunteers. A brief application will be completed by prospective volunteers. Police will do a background check on applicants.

35.00.04 CHAIN OF COMMAND & WORK SCHEDULES

A full-time police officer will coordinate all work activities with volunteers. The police officer will contact the Chief of Police, Public Works Superintendent, Code Enforcement, Bloomsburg Pool & Parks and The Recycling Center to determine if any Town of Bloomsburg facilities are in need of assistance in the form of volunteers. The volunteers will be provided with a list of work sites and tasks to be completed. The volunteer will notify the assigned police officer when they wish to complete the requested work assignments. The volunteers will coordinate with juvenile and adult probation departments of Columbia County to obtain workers who are required to perform specified numbers of works hours through community service. Should none of the above-mentioned locations need work assistance, the volunteer may elect to assist other non-profit agencies such as the Bloomsburg Hospital, Women's Center etc.

35.00.05 CONFIDENTIALITY

It will be the understanding of all Volunteers, the information exposed to them could be of a confidential nature. They are to give information only to authorized persons for whom it is intended and not to divulge it to authorized persons.

35.00.05 CONDUCT, DRESS APPEARANCE, HEALTH & PHONES

The conduct of the Volunteer should be in a highly professional manner, after all he/she will be a representative of the Bloomsburg Police Department. Volunteers will not make any statements to the press or media that reflects unfavorably on the Department or interpret department policies. If the volunteer does not understand specific instructions or an unusual situation arises, as the police officer responsible for the program, another police officer or Town of Bloomsburg employee. Do Not Guess.

The dress appearance of the volunteer should be neat, clean and in appropriate office attire. 'Volunteers will be provided with a polo shirt designating themselves as a volunteer with the Bloomsburg Police Department. The health of the volunteer should be in reasonable good health. If there is a change in a person's health status, they should notify the police officer in charge of the program.

Department telephones may be used to coordinate work activities. Volunteers shall use courtesy and etiquette when using the telephone.

35.00.06 PERSONNEL & EQUIPMENT SAFETY

It is the policy of the Bloomsburg Police Department to conduct all operations with the utmost concern for its personnel, equipment, and facilities. The prevention of injuries and damage to the Town's property is essential for an efficient operation. Thus, the practice of safety and the prevention of accidents will be the responsibility of everyone. Report hazards and injury to the police supervisor immediately.

35.00.07 RELEASE FROM INSURANCE

The Town of Bloomsburg does not maintain health, professional liability, workman's compensation, disability or life insurance on volunteers. Each volunteer will sign a release from liability understanding they are volunteering their time to better the Bloomsburg community. Each applicant in addition to completing a brief application will sign a release authorizing police to conduct a background check on the applicant. Community service workers need not complete the release, as they are court ordered to perform work.

35.00.08 AUTOMATIC DISQUALIFIERS FOR VOLUNTEER SERVICES

1. Conviction of a Felony
2. Use of marijuana in the last three (3) years.
3. Sold Narcotics or dangerous drugs (ever).
4. Dishonorable discharge from armed forces.
5. Abused prescription medicine.
6. Have excessive traffic violations.
7. Falsified their application or lied during any part of volunteer program.

35.00.09 DISCRETIONARY DIQUALIFIERS

1. Physical or mental disabilities that would impair an individuals ability to perform their duties.
2. Alcohol misuse or abuse.
3. Unlawful sexual misconduct.
4. Debts-a demonstrated unwillingness to honor fiscal responsibilities.
5. Any other conduct or pattern of conduct that would jeopardize public trusts in the law enforcement community.
6. Any other acts or omissions deemed by the Office of the Chief of Police to diminish the volunteer program or professional standards held by the Bloomsburg Police Department.

35.00.10 FORMS

1. Application
2. Release to perform background check.
3. Release from liability.

**VOLUNTEERS
IN
POLICING**

Bloomsburg Police Department
301 E. Second Street
Bloomsburg, PA 17815

Date: _____

VOLUNTEER APPLICATION

Name: _____ Are you over 21 years of age? Yes__ No__

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Day): _____ (Evening): _____

Email Address: _____

Driver's License Number: _____ Statue: _____

Education: (Circle Highest Grade Completion)

High School 1 2 3 4 College 1 2 3 4 5 6 7 8

Other: (Explain) _____

Degrees/Certificates Earned: _____

Current Employer: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Your Title: _____

May we contact your employer for a reference: Yes _____ No _____

How did you hear about the *Volunteers in Policing Program*?

Personal interests and/or special talents:

Tell us a little bit about yourself. Your friends or associates would describe you as:

Please list any volunteer experience, community activities, training workshops, internships, and special areas of study research:

Reason for volunteering with the Bloomsburg Police Department: (Explain Briefly)

PLEASE RETURN APPLICATION TO:

Bloomsburg Police Department
301 E. Second Street
Bloomsburg, PA 17815

OR FAX TO:

570-784-3671