

PALM BEACH GARDENS POLICE DEPARTMENT		
VOLUNTEER (AUXILIARY) PROGRAM		
POLICY AND PROCEDURE 3.3.8		
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PURPOSE: To establish and describe the volunteer (auxiliary) program function.

SCOPE: This policy and procedure applies to all members.

REVIEW RESPONSIBILITY: Chief of Police

POLICY: This Department provides for a volunteer (auxiliary) program to enhance manpower and to meet the increased demands created by special projects, new members, and expansion of police-community services. Persons qualified as volunteer members of this Department shall participate in Department activities and share in special assigned responsibilities.

1. ORGANIZATION OF AUXILIARY PROGRAM

- a. A volunteer (auxiliary) function is hereby established in the Palm Beach Gardens Police Department.
- b. Volunteers (auxiliaries) are not commissioned with sworn officer status.
- c. Volunteers (auxiliaries) will be assigned to the administration functions of the police department by the Chief of Police and may be utilized for routine and general duty assignments, which may include but not be limited to:
 - i. Routine labeling and placement of sensitive documents in files.
 - ii. Use of copy machine and follow instructions in placing information in files.
 - iii. Utilizing good organizational skills in order to disseminate department procedures.
 - iv. Reading complex documents for direction regarding proper file location.
 - v. Highlighting information in an organized manner.
 - vi. Assisting with Palm Beach Gardens Police Department in seeking national accreditation.
 - vii. Assisting with community involvement activities. .
 - viii. Monitoring the department's suggestion box system.
 - ix. Coordinating limited contacts with victims and witnesses regarding case status.
- d. Volunteer (auxiliary) persons shall receive training in those duties identified in agency written directives and evaluated through an on-the-job orientation process by the supervisor or administrator assigned to by the Chief of Police.
- e. Volunteer (auxiliary) persons, while on routine duty, shall be considered as volunteer employees of the city and shall have no permanent membership to the city's benefit packages, pension or compensation.
- f. They shall not be subject to call for routine duty at emergency times and places within the city.

- g. The Chief of Police shall be the final authority in the assignment, transfer, or dismissal of volunteers (auxiliaries).
- h. Volunteers (auxiliaries) shall comply with Police Department standards and practices regarding policies.
- i. Volunteer (auxiliary) persons will not be issued uniforms. Dress attire for volunteer (auxiliary) shall be casual wear or business, with grooming to be neat regarding hair and general cleanliness, and footwear shall be worn for his/her comfort. Volunteer (auxiliary) persons will be clearly identified by the wearing of a photo LD. badge which indicates volunteer.
- j. Volunteer (auxiliary) persons are required to serve a minimum number of hours of duty as prescribed by the Chief of Police in each calendar month in order to maintain their work status, unless excused for leave of absence for good reason.

2. QUALIFICATIONS

- a. Applicants must be able to comply with established number of work hours, pass a limited background check through NCIC/FCIC, be in good health, and have some flexibility to attend work.

3. APPLICANT AND SELECTION PROCESS

- a. Volunteers (auxiliaries) may obtain and complete an application from the police department or other offices in the city and submit application to police department.
- b. All volunteers (auxiliaries) will be screened by the Chief of Police and assigned to an administrative office based on need.
- c. The selection process shall include: written application, limited background check, oral interview, and a medical waiver.
- d. All volunteers (auxiliaries) must indicate during their interview of any medical limitations that may cause problems in their assignment.

4. EQUIPMENT

- a. Volunteer (auxiliary) persons may be equipped with the following:
 - i. Photo ID badge.
 - ii. Department key to office assignment.
 - iii. Employee ID number.
 - iv. Any other equipment for use in basic assignment.

5. AUTHORITY OF THE CHIEF

- a. The Chief of Police shall be the assigning authority and retains authority to rescind the assignment of any volunteer (auxiliary) person at any time.

6. GLOSSARY

Auxiliary: A non-sworn, unarmed, uniformed or non-uniformed, affiliate whose duties contribute to the mission of the agency in a support capacity. Included are police volunteers, law enforcement cadets, law enforcement explorers, senior citizen groups, and other volunteers. Excluded are part-time paid employees of the agency and reserve officers.

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APPROVED:



Stephen J. Stepp
Chief of Police

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Date