



LINCOLN POLICE DEPARTMENT GENERAL ORDERS

NUMBER: 1180
TOPIC: VOLUNTEERS
ISSUED BY: TOM CASADY, CHIEF OF POLICE
DATE: 1-1-2009
SUPERSEDES: G.O. 1180, 1999
REFERENCE:

I. POLICY

The Lincoln Police Department seeks to provide opportunities for community volunteers to actively participate in and make meaningful contributions to the operations of the department.

Specifically, no secure information, verbal or written, concerning a perpetrator, victim, or witness will be discussed or given to anyone other than authorized personnel.

II. PROCEDURE

- A. Volunteers will have the same responsibilities as paid staff within the framework of their assignment, and shall observe all applicable General Orders and job requirements.
- B. Volunteers are not employees, and may not be assigned to law enforcement functions which require the authority of a sworn officer.
- C. Supervisors wishing to establish a volunteer position in their unit should prepare a position description describing the duties and responsibilities for each position desired.
- D. Background checks for volunteer positions will be conducted in the same manner as paid staff positions.
- E. The resource coordinator shall ensure that new volunteers are provided an orientation which delineates the duties and responsibilities of their position; introduces the volunteer to the employees he or she will be interacting with on the job; and provides a general overview of the department structure.
- F. On-the-job training will be administered by the supervisor of the position and the resource coordinator.
- G. The resource coordinator and unit supervisors are responsible for ensuring that all volunteers receive training regarding the standards pertaining to confidential information. Work performed by volunteers which is confidential or of a sensitive nature shall not be discussed with anyone except those officers or civilian staff personnel with an operational need to know.
- H. Volunteers will be required to wear their identification badges whenever on duty, including off-station special assignments. The wearing or display of Volunteer ID badges when off-duty is prohibited.
- I. Volunteers may drive unmarked department vehicles for official business, with supervisory approval. Eligible volunteers must possess a valid license and carry insurance.
- J. An employee is assigned as the resource coordinator in the Education and Personnel Unit. The resource coordinator is responsible for these tasks:
 - 1. Recruit, interview, and maintain a current list of potential volunteers for available positions.
 - 2. Assign volunteers as positions become available. The resource coordinator shall provide orientation and ensure on-the-job training is provided.
 - 3. Ensure that annual evaluation reports are turned in by the unit supervisor in charge of the volunteer.
 - 4. Take appropriate action in collaboration with supervisors in the event disciplinary problems arise.
 - 5. Organize an annual volunteer recognition event, as well as arranging for conferring of awards at award ceremonies.