



**CEDAR PARK POLICE DEPARTMENT**  
**GENERAL ORDER**

Volunteer and Intern Selection Process

NUMBER: 4.01.03

APPROVED: *[Signature]*  
Chief of Police

EFFECTIVE: 03-06-2017

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## I. POLICY

It is the policy of the Cedar Park Police Department ("Department") to seek qualified individuals who wish to work with the Department in a voluntary and uncompensated capacity. All volunteers and interns will be properly screened to ensure they are capable of doing their assigned duties or participate in official activities in order to protect the integrity of the Department.

## II. PURPOSE

Often within our community, there are individuals who are willing to share their time and or special skills with the Department in an effort to benefit both the department and the citizens it serves. These citizens can help the Department in many ways from assisting with clerical tasks or during special events. The Department also can provide internships through colleges and universities that will provide work experience for the student and productive assistance to the divisions within the Department.

## III. DEFINITIONS

**VOLUNTEER** – A civilian who freely works without monetary compensation for the benefit of the Cedar Park Police Department and the community. A volunteer is not a sworn position and shall operate in a non-sworn capacity only. This includes interns, chaplains, and victim service advocates.

## IV. VOLUNTEER AND INTERN SELECTION

All volunteers, regardless of the capacity in which they volunteer, must meet the following requirements:

1. Pass a background check;
2. Provide your own transportation ;
3. Maintain valid Texas driver's license and vehicle insurance;
4. Be a resident of the Cedar Park area (able to arrive on a scene within 45 minutes);
5. Comply with the General Orders that reference conduct; and
6. Be sensitive to and respectful of people of all religious, cultural, race, gender, age, national origin, sexual orientations, etc.

## V. CHAPLAIN SELECTION CRITERIA

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The volunteer chaplain program is open to clergy from all religious traditions and faiths. Applicants undergo an interview process with the Senior Chaplain. After guidance, supervision and leadership from the Lieutenant in charge, final approval will be given by the Chief.

All Chaplains are held to these requirements:

1. Be an ordained, licensed, or commissioned minister, deacon, lay leader, priest, rabbi, or imam;
2. Must have at least three years' experience in ministry;
3. Must be a fully qualified and experienced representative of his or her religious or institutional governing body;
4. Be in good standing and obtain a letter of endorsement or recommendation from their congregational superior, the supervising body, or a recognized leader from the local faith community, recommending them for the Volunteer Police and Fire Chaplain Program;
5. The chaplain shall be a member of the clergy who is sensitive to and respectful of religious pluralism, and will provided for the free exercise of religion within this community and among the persons he or she serves;
6. Be in good health, with no physical problems that would hinder effective service;
7. Be willing to attend monthly meetings to build and maintain chaplaincy skills; and
8. Be willing to volunteer a minimum of 40 hours per quarter year.

## VI. VICTIM SERVICE SELECTION PROCEDURE

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The Victim Services Advocacy program is open to people without regard to their race, color, religion, gender, age, national origin, veteran status, marital status, sexual orientation, or any other status or condition. Applicants will undergo an interview process with the Victim Services Coordinator (VSC) after completing the application and background check.

All victim services advocates are held to these requirements:

1. Over the age of 21;
2. Completion of initial classroom training
  - a. Classroom training must be completed prior to responding to calls for service in the capacity of a volunteer;
3. Ability to complete 3 months of training/shadowing with a senior advocate, cumulating in an interview with the VSC for final release from training;
4. Attend monthly meetings and continuing education;
5. Work in all types of weather;
6. Sit or stand for long periods of time;
7. Ability to lift 30 pounds; and
8. Commits to at least four 12 hour shifts per month.

All victim services advocates should be in good health, with no physical problems that would hinder effective service.

## VII. INTERNSHIP SELECTION

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The Department will accept qualified students for internship positions within the Department. The internships may be provided as part of a college-credit program or independently as an experience oriented opportunity for the student. Desire for a career in a criminal justice related field is not a requirement for participation in an internship with the Department but is preferred. Internships may be accepted in divisions offering practical career oriented experiences for the intern.

All interns are held to these requirements:

1. Interested applicants should submit a letter of interest as well as a resume;
2. Depending on the needs of the Department, students may be offered an opportunity to interview with the Division that will host the volunteer or intern. During the interview they will be informed of the duties to be performed or activities they will participate in;
3. A background check covering criminal history, checks with area agencies, and a fingerprint check will be completed;
4. Internship applicants must be enrolled in an accredited institution of higher education; and
5. Once the background check is completed, it will be forwarded to the Support Services Commander for review.