



# Colorado Springs Police Department

## General Order

### 203 Police Athletic/Activities League (PAL)

#### Section 200 – Community Collaboration

Effective Date: 4/12/2021

Supersedes Date: 6/24/2005

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## **.01 Purpose**

The purpose of this directive is to provide direction to department personnel regarding their interest and involvement in the Police Athletic/Activities League of Colorado Springs (PAL).

## **.02 Cross Reference**

[1650 Employee Conduct \(Sworn and Civilian\)](#)

[1655 Police Officer Conduct](#)

[1660 Conflict of Interest](#)

## **.03 Discussion**

It is imperative for police personnel to develop and foster positive, trusting relationships with our community. One way of developing positive relationships is by creating opportunities for officers and youth to interact at non-law enforcement related events. Through the creation of the Police Athletic/Activities League of Colorado Springs (PAL), officers and youth in our city will have the opportunity to take part in recreational and educational activities in a safe and structured environment.

## **.04 Policy**

The department is committed to creating and fostering positive relationships with the city's youth during non-law enforcement related interactions. These interactions will be focused on creating trusting relationships between officers and the city's youth in recreational and educational settings.

The PAL is a public/private partnership between the Colorado Springs Police Department and the Police Athletic League, a non-profit 501(c)(3). Oversight of the Police Athletic/Activities League of Colorado Springs is provided by a board of directors comprised of local business and community leaders, as well as government officials.

While supported by the department, the officers who participate in PAL activities are doing so on a volunteer basis and are not compensated for their work with the program. The department members who participate in PAL activities have undergone an additional screening process to ensure their suitability for the program.

## **.10 Mission**

The basic mission of PAL is to enhance the relationship between CSPD and youth through athletics, academics, and mentoring. PAL aims to create a safe environment for local youth with a focus on building leadership traits, a strong work ethic, and resilient members of our community. PAL also seeks to allow for productive, non-enforcement related interactions between police and community members. PAL promotes a value system in our youth that recognizes the need to respect the rights of others, while upholding the laws of Colorado Springs and the State of Colorado.

## **.11 Memorandum of Understanding**

A Memorandum of Understanding (MOU) exists between the department and PAL. If PAL's board of directors expands the types of activities offered, the MOU may be amended or newly created to account for changes to the program's structure. The MOU may be updated at any time but will only be considered valid when approved by the board of directors and CSPD's chief of police.

## **.12 Program Overview**

### *Board of Directors*

The PAL board of directors is responsible for the overall operation of PAL. The members of the board of directors will be responsible for developing program policy, assuming fiscal responsibility for the program, identifying fund raising options, and undertaking special programs to benefit the program's participants. It is imperative that every activity, event, and decision made is accomplished in such a way that the integrity and reputation of PAL and CSPD is maintained.

The board of directors will ensure the overall philosophy and direction of PAL remains consistent with the MOU and the department's policies/procedures. To accomplish this, at least one CSPD sworn member will sit on the board. The number of CSPD personnel on the board must also be less than one half (1/2) of the total amount of board members. The board of directors will determine the specific duties of the individual board members. Personnel serving in this capacity should keep their supervisor aware of these commitments.

### *PAL Executive Director*

The PAL board or directors will officially assign an executive director who is responsible for the implementation of board policy and the day-to-day administration of the program. This executive director will not be a member of CSPD. All specific responsibilities of the executive director will be determined by the PAL board of directors.

The executive director will serve as the official liaison to community groups, other professional organizations, and respond to official and public inquiries. They are also responsible for communicating information to and involving the staff in decisions about the program's direction, as determined by the board of directors.

#### *Officer in Charge (OIC)*

The PAL board of directors will be responsible for designating an officer in charge (OIC). This individual will be the CSPD Community Relations Officer and they will represent the department/department's interest on the board.

The OIC will act as a liaison between PAL and the chief of police, ensuring the chief of police is apprised of significant activities/events associated with program.

The OIC will also be responsible for managing the involvement of the individual department members selected to participate in the program. This includes, but is not limited to:

- Selecting department personnel for participation in the program
- Assisting with the development of coaching schedules and assignments
- Handling requests for PAL participant presence at PAL related events
- Communicating information to current or prospective PAL participants (e.g., send emails, telephone conversations, facilitate meetings, etc.)

### **.13 Department Support**

The department will support PAL by permitting personnel to represent the department through their involvement in the program and by promoting PAL using official CSPD media resources. Though supported by the department, PAL does not operate under the direct supervision of the department.

### **.14 Fundraising Efforts**

Department personnel will not accept any financial donation on PAL's behalf. Potential donors to the program will be directed to contact the OIC, who will then provide the potential donor with the executive director's contact information, or facilitate a meeting between the donor and the executive director.

Other than OIC input provided during PAL board meetings/events, the OIC will not have any direct control of money donated to the program or any direct control over how PAL donations are spent.

No department member will be compensated for any fundraising efforts. For the purpose of this policy, fundraising efforts do not include administrative functions for department personnel who serve on the board of directors.

## **.15 Sponsors and Financial Contributors**

All sponsors and financial contributors will be screened by the board of directors to ensure the acceptance of the contributions do not undermine the integrity or reputation of the department or the PAL program.

## **.20 Voluntary Participation**

Each department member selected to participate in the PAL program will do so on a volunteer basis while promoting the program and/or while instructing/mentoring/coaching the program's participants. This also includes any training or meetings associated with the PAL program.

Prior to participating in any PAL activity, program participants will be required to complete and submit a volunteer waiver to the OIC.

## **.22 Insurance**

Department members selected to participate in the PAL program will operate under the liability insurance of the PAL specific program. In the case no such insurance exists, officers will be responsible for maintaining and using their own insurance, if the need arises.

## **.30 Expectations of Participants**

Department personnel are expected to exercise exemplary judgment and behavior at all times. Department personnel will adhere to all department policies/procedures, to include but not limited to [1650 Employee Conduct \(Sworn and Civilian\)](#), [1655 Police Officer Conduct](#), and [1660 Conflict of Interest](#).

## **.32 Eligibility Requirement**

To be considered for participation in the PAL program, department personnel are required to be non-probationary employees (sworn and civilian staff) of the department.

While PAL is designed with the purpose of connecting police officers and community youth in positive ways, the department recognizes its civilian personnel may be equally invested in developing positive relationships with the community. Therefore, civilian personnel who meet the eligibility requirements and who are selected can participate in the PAL program.

### **.33 Selection Process**

Department personnel interested in participating in the PAL program will adhere to the following selection process:

- Author a memo, via chain of command up to the commander level, to be forwarded to the OIC detailing the applicants interest in the program
- Participate in an interview involving at a minimum, the OIC and a civilian PAL board member.
- Those selected for advancement in the selection process will complete a PF-16 test, the results of which will be reviewed and approved by the department's staff psychologist.
- Those selected for participation will complete a volunteer waiver, which will be kept in the PAL files maintained by the OIC

### **.34 Selection Criteria**

As part of the selection process, the community relations sergeant at a minimum will assess at least the following information for each applicant selected for advancement in the selection process:

- Two (2) years of annual performance evaluations, or all probationary and annual evaluations if the applicant does not have 2 annual performance evaluations
- The applicant's internal affairs extract
- Recommendation by the applicant's chain of command

### **.36 Annual Evaluation of Program Participants**

Each PAL participant's involvement in the program will be reviewed by the board of directors, at a minimum on an annual basis. Such a review should take place as close to the start of the year as possible.

### **.38 Removal from the Program**

The board of directors and/or the chief of police can remove those selected to participate in the program at any time. Removal from the program may be considered for a department member's failure to adhere to the structure of the program, violations of policy, or conduct detrimental to the program.

## **.40 Prohibited Activities**

The program must be structured in such a way to protect its integrity and to avoid any undue perception of impropriety. For these reasons, department personnel will not have contact with the youth participants/their families outside the venue(s) established by the program or those events/activities coordinated or approved by the OIC or community relations sergeant. This includes but is not limited to transporting the youth participant to/from a venue and meetings at a youth's/department member's residence/school, or eating establishment. Incidental/unplanned contacts do not constitute a violation of this policy.

Any unauthorized contact between department personnel and the program's youth/family will be considered grounds for dismissal from the program and may result in disciplinary action.