



# Colorado Springs Police Department

## General Order

### 210 Volunteer Programs

#### Section 200 – Community Collaboration

Effective Date: 10/24/2023

Supersedes Date: 4/15/2021

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#### **.01 Purpose**

The purpose of this directive is to authorize background investigations and polygraph examinations for police volunteers.

#### **.02 Cross Reference**

[GO 200 Community Relations](#)

[GO 212 Police Cadet Program](#)

[DL-210-03 Chaplaincy Corps](#)

[DL-210-04 Disabled Parking Enforcement Unit](#)

#### **.03 Discussion**

Law enforcement agencies are entrusted with much sensitive and restricted information in the public interest. In order to meet its obligation to uphold the public trust, the Colorado Springs Police Department (CSPD) requires that its employees and volunteers maintain confidentiality.

#### **.04 Policy**

The department's volunteer program, Community Advancing Public Safety (CAPS), actively recruits and trains citizens for assignments within the department on a volunteer basis. Volunteers may assume any number of responsibilities within the department structure that do not require the law enforcement powers of a sworn officer. It is in the best interest of the department and of the community, that volunteers who have access to confidential, sensitive, or restricted information, receive a departmental security clearance.

#### **.05 Definitions**

*Department personnel:* Any paid or unpaid member of the department, to include department volunteers.

*Direct Reporting Relationship:* A relationship in which one of the involved employees has direct oversight over the performance of another (e.g., the employee and the next level of supervisor). This includes situations in which a supervisor has the ability to directly influence performance and/or administrative recommendations involving another employee (e.g., an employee and a supervisor assigned to the same shift or unit).

## **.10 Establishment of Volunteer Program**

The establishment of the CSPD CAPS volunteer program allows members of the community to assist the police department in a variety of ways. Volunteer activities may consist of individual duty assignments or participation in one of the department's named programs, such as the Disabled Parking Enforcement Unit, the Chaplaincy Corps, or the Victim Advocate Unit.

## **.20 Departing from the Truth**

Volunteers will not willfully or knowingly depart from the truth in connection with any official duties. Upon being asked by any supervisor, volunteers will truthfully answer all questions which may be asked of them that are specifically directed and narrowly related to the scope of employment and operations of the department. Intentional omissions will be considered as departing from the truth.

## **.30 Confidentiality**

All official business of the department will be treated as confidential and such information will not be released outside of the department, unless specifically authorized under the direction of a supervisor.

## **.40 Professional Relationships**

Department personnel are responsible for ensuring they maintain consistently professional behavior, which does not reasonably create an appearance of impropriety or reflect negatively on the department.

The department strictly prohibits department personnel from developing relationships with community members that are personal in nature for the duration of the community member receiving professional services from the department. This is inclusive of romantic/intimate/personal relationships and discussions about personal lives/beliefs/non-work related activities.

If such relationships exist prior to the community member receiving CSPD services, the department personnel will make that conflict of interest known to a supervisor and will not participate in the services involving that community member.

Department personnel will not be unduly influenced nor allow another to assert control over their conditions of employment as a result of developing a romantic, intimate, or personal relationship.

## **.42 Prohibited Relationships**

No department personnel, whether married or single, will engage in a romantic, intimate, or sexual relationship with another employee when there is a direct reporting relationship.

## **.44 Allowable Relationships**

Volunteers who have a relationship (e.g., intimate relationship, familial) that does not constitute a direct reporting relationship may work in the same chain of command/section. In such a circumstance, the involved volunteer will immediately notify the highest-ranking employee's supervisor of the relationship. The supervisor receiving this notification will ensure the relationship does not create a conflict of interest. This can include making alternative arrangements to the approval of performance evaluations and resource allocation.

## **.50 Public Statements & Appearances**

Volunteers of the department will not publicly criticize or ridicule the department, its policies or personnel, by means of written, oral, or other expression, where such expression is defamatory, obscene and unlawful, or tends to undermine the effectiveness of the department or interfere with the maintenance of discipline or is made with reckless disregard for truth.

Volunteers will not share opinions on social media that are contrary to department values such as political opinions and personal opinions on any police operations that could damage the department's reputation. Volunteers will not wear any clothing that endorses a political view or candidate.

## **.52 Presentation to Elective Bodies/Participating in Legislative Processes**

Volunteers are encouraged to participate fully in public issues when acting in their capacity as private citizens. Some guidelines are necessary, however, when volunteers are, or may reasonably be believed to be, speaking, or writing on behalf of the department.

Partnerships with the community, for example, sometimes involve police participation in presentations, written recommendations, or public testimony to elective or appointed governmental bodies. This includes but is not limited to the Colorado Springs City Council, the El Paso County Board of Commissioners, the Boards of Education of the various school districts, the Colorado Springs Liquor Board, or the Colorado General Assembly.

When representing the department, as indicated through the wearing of a uniform or by other means, or when asked to speak on behalf of the department, the employee will notify the CAPS program administrator in advance of any such public statement. The volunteer will obtain approval through their chain of command, up to and including the chief of police before the volunteer represents the department in the presentation, testimony, or written recommendation to an elective or appointed governmental body.

Department members, when acting in their official capacity, who seek to comment outside the department on proposed legislation, must obtain prior approval through their chain of command, up to and including the chief of police. This includes live testimony, written opinions, or other forms of communication.

## **.60 Appropriating Property**

Personnel will not willfully or knowingly appropriate any personal, found, evidentiary, or department property for their personal use.

## **.62 Loss of or Damage to Department Property**

Volunteers will use department equipment and property only for its intended purpose, and in accordance with established procedures. Whether issued to components or to individuals, all equipment and property will be maintained in proper condition. Willful or negligent damage or loss will be subject to disciplinary action and may include the volunteer reimbursing the city for the cost to replace the equipment/property. If repayment is required, a copy of the memo will be forwarded to the Fiscal Services Section.

Any command officer in the chain of command may require that an offense report be made and/or that an internal investigation be conducted.

## **.70 Official Business**

Volunteers will not enter into correspondence with any person concerning their official activities, except as provided by department orders, nor will they use departmental stationery nor forms for any purpose other than the transaction of official business.

## **.80 Requests for Identifying Information & Department Identification**

All volunteers will provide their title/rank, name, volunteer number, and duty assignment to any person, internally and externally, who is properly entitled to or who requests the information.

All volunteers will display or present their CSPD identification card and/or badge upon request.

## **.90 Investigations/Fingerprints**

Any citizen who desires to join the CAPS Volunteer Program will be subject to a thorough background investigation conducted by the department and will, as a matter of routine, be fingerprinted.

## **.92 Assignments Requiring Polygraph**

Members of the CAPS Volunteer Program, who are assigned tasks in sections or units that the Chief of Police considers sensitive, must submit to a polygraph examination before assuming the assigned position.

Sensitive sections or units include all units of the Metro Division, Communications, Evidence, Lab, the Investigations Division and any other section, unit, or volunteer position that the Chief of Police determines to be sensitive in nature.

## **.94 Denial of Position**

Results of the background investigation or polygraph will be considered by the appropriate deputy chief who is authorized to deny any person entry into the CAPS Volunteer Program or to a volunteer position within a sensitive section or unit without explanation.