


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Civilian Volunteer Program		ACCREDITATION CALEA 45.3.1(a.b); 45.3.2
	PROponent UNIT Personnel Division		PRIOR REVISIONS 12/01/98, 01/21/02, 06/19/05, 08/05/08, 11/06/18
NUMBER 16.4	ISSUE DATE 07/01/98	REVISION DATE 10/14/2024	ATTACHMENT:
			TOTAL PAGES 3

I. PURPOSE: This Order provides guidelines for maintaining a Civilian Volunteer Program.

II. POLICY: The Gainesville Police Department shall, when feasible, and when qualified applicants exist, maintain a Civilian Volunteer Program to augment law enforcement support functions. The civilian volunteers shall not be sworn or perform any direct law enforcement duties.

III. PROCEDURE

A. Civilian Volunteer Programs: The Civilian Volunteer Program includes all non-sworn volunteers under the direction of the Gainesville Police Department. The overall Civilian Volunteer Program is comprised of a structured Police Explorer Program and a less-structured component comprised of individual civilian volunteers.

1. Police Explorer Program: The Police Explorer Program is under the command and management of the Personnel Division.

2. Citizens on Patrol: The Citizens on Patrol Program is under the command and management of the Operations Bureau.

3. At-Large Civilian Volunteers: At-large civilian volunteers are screened and tracked by the Personnel Services Division. Individual assignments shall be under the command and management of the respective Bureau/Division/section or Unit commander to whom the volunteer is assigned.

B. Application and Screening: Citizens who wish to volunteer shall complete and submit their applications and pass a screening process as required by the Department and the Civilian Volunteer Program for which they are applying.

1. Applicants must successfully pass a background check, administered by the Personnel Services Division, which shall consist of the following, at a minimum:

i. Criminal history check,

ii. Driver's license check,

- iii. Previous employment check (if applicable),
- iv. Warrants check,
- v. Fingerprint check,
- vi. Local records check.

2. The Chief may exclude certain persons from the Civilian Volunteer Program if the person poses an immediate or potential conflict-of-interest.

C. Volunteer Coordinator: The volunteer coordinator will be a department member appointed by the Chief. The Volunteer Coordinator will be responsible for all aspects of program management.

Program Managers' Responsibilities:

- 1. Recruit and coordinate volunteers.
- 2. Executing orders governing their Civilian Volunteer Program / member;
- 3. Enforcing written and verbal orders issued by the Chief of Police;
- 4. Maintaining control, management, and direction over civilian volunteer members;
- 5. Collaborative efforts with respective bureau/department of Training the member(s) in the tasks and duties to which they will be assigned;
- 6. Administering the operational assignments of the civilian volunteer member(s);
- 7. Maintaining custody of Department property assigned to the Civilian Volunteer Program. However, if a particular department issues equipment, that respective department is responsible.
- 8. Suspending, for cause, any member of the Civilian Volunteer Program.
- 9. Terminating the services of any member of the Civilian Volunteer Program whose actions are determined to be in conflict with the best interests of the organization.

D. Civilian Member Duties: The following is a non-exhaustive list of civilian volunteer duties and assignments. Under no circumstances shall a civilian volunteer member be knowingly exposed to or placed in a dangerous situation.

- 1. Clerical tasks;
- 2. Community relations and crime prevention functions;

3. Secondary support activities (such as Explorers assigned to assist with traffic control; civilian volunteers to assist with phone bank duties, etc.)

4. Other support functions, based on the skills and interests of individual members and the needs of the Department.

E. Uniforms: If a civilian volunteer member is authorized to wear a uniform to perform a Department function, it will be approved by the Department and be clearly distinguishable from a sworn police officer's uniform.

F. Authority: Civilian volunteers will not be sworn, wear a weapon or have any arrest power. Civilian volunteers shall not wear, use, or present their police identifications while off-duty.

G. Administrative:

1. Injuries: Civilian volunteer members shall immediately report injuries received in the performance of their duties to their supervisor.

An initial verbal report shall be followed up as soon as possible by a written report, via *Inter-Office Communication (IOC)*.

2. Resignations: Civilian volunteer members wishing to resign may do so by completing and forwarding an *Inter-Office Communication (IOC)* to the civilian volunteer manager to whom they are assigned.

The program manager will ensure all City-owned property and equipment is returned on or before the effective date of resignation.

3. Terminations: A civilian volunteer member may be terminated, with no appeal, at the discretion of the Chief.

By Order of

*Signed Original on File in the
Accreditation Section*

**Nelson Moya
Chief of Police**