

Greer Police Department

General Order 640.4 Volunteers in Policing

This order consists of the following sections:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Procedure
- V. Selection
- VI. Training
- VII. Dress Code
- VIII. Placement

By Order of: *Matt Hamby*

Chief of Police

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CALEA 45.3.1; 45.3.2; 45.3.3

- I. **Purpose:** The purpose of this policy is to provide guidelines on the department's utilization, management, and administration of its volunteer program.
- II. **Policy:** It is the policy of the Greer Police Department to use qualified volunteers for specific tasks and duties that can create efficiencies for the department and improve its service to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel.
- III. **Definitions:**
 - a. Volunteer: Someone who performs service to the department without promise, expectation, or receipt of compensation for services rendered. Volunteers may assist at special events, among other duties, in a non-law enforcement capacity. Volunteers are not sworn police officers.
- IV. **Procedure**
 - a. **Administration**
 - i. The volunteer coordinator, or his designee, shall be responsible for the following:
 1. Recruiting, selecting, and training qualified volunteers
 2. Maintaining records for each volunteer covering training and hours/events worked.
 3. Completion and dissemination as appropriate of all necessary paperwork and information.
 4. Administering discipline when warranted.
- V. **Selection**
 - a. **Screening and Recruitment**
 - i. All prospective volunteers, excluding chaplains, shall complete the Greer Police Department's Citizens Academy and then participate in the Citizens Academy Alumni Association.
 - ii. Background investigations for prospective volunteers are completed during the Citizens Academy application process.
- VI. **Training**
 - a. Volunteers receive department orientation through the Citizens Police Academy.
 - b. Volunteers shall receive a copy of this policy.
 - c. Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.
 - d. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.
 - e. Volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.
- VII. **Dress Code**
 - a. Volunteers shall conform to department-approved dress consistent with their duty assignment.

- b. Uniforms authorized for volunteers shall be readily distinguishable from those worn by sworn officers.
- c. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off-duty.

VIII. Placement: Volunteers shall be placed only in job assignments or programs that are consistent with their knowledge, skills, abilities, and needs of the agency.