

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number PIO-003
	Subject Youth Camps: Directors and Counselors (Application for)	
	Special Instructions Replaces PIO-005 dated March 1, 2015	Effective Date October 17, 2023

I. PURPOSE

Establish guidelines for Department employees (civilian or sworn) to assist with or participate in the activities of Department sponsored youth camps.

II. POLICY

Employees assigned to a youth camp shall perform all duties required by the camp director and shall demonstrate a professional image and be a positive role model to the attendees of the camp.

III. PROCEDURE

A. Camp Participation.

1. Interested employees shall submit by e-mail a Camp Application (for either camp director or counselor) to:

a. The ISP Camp Director, and

b. A copy of the application shall also be submitted simultaneously, through channels, to the employee's commander. All applications must be endorsed by the employee's first line supervisor and the applicable district, area, section, or division commander and forwarded within 14 days to the ISP Camp Director.

2. The ISP Camp Director shall be responsible for assigning successful applicants to the youth camp.

3. Once assigned to a camp, the employee shall attend the entire camp; unless, approved by the ISP Camp Director.

4. No overtime or compensatory time shall be accrued by employees while working a camp. Employee's schedules (days off, hours worked, etc) shall be adjusted to accommodate the duration of the camp. Employees will be provided necessary drive time at the beginning and end of the camp.

5. Employees assigned to a camp may operate their commissions within Department guidelines.

6. The Department issued uniform or field attire is approved as appropriate.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.