



Michelle LaJoye-Young
SHERIFF

Kent County Sheriff's Office Policy and Procedure

Subject: Civilian Volunteer Programs	General Order: 2 . 6 . 2
Effective Date: 10/13/2022 Revision Date:	Distribution: All Personnel

I. PURPOSE

The purpose of this policy is to establish guidelines for Kent County Sheriff's Office volunteers to supplement and assist KCSO personnel in their duties. Trained volunteers are members who can augment KCSO personnel and help complete various tasks.

II. POLICY

The Kent County Sheriff's Office shall ensure that volunteers are properly appointed, trained, and supervised to carry out specified tasks and duties to improve services to the community.

III. PROCEDURES

A. Definitions

Volunteer – An individual who performs a service for the department without promise, expectation, or receipt of compensation for services rendered. This may include but is not limited to victim advocates, trail patrol, handicap enforcement, and public relations specialists, amongst others.

B. Eligibility

Requirements for participation as a volunteer for the Kent County Sheriff's Office may include, but are not limited to, the following:

1. Residency in the County of Kent
2. Be at least 18 years of age

3. Possession of a valid driver's license if the position requires vehicle operation.
4. No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
5. No conviction of a misdemeanor crime within the last ten years, excluding misdemeanor traffic offenses.
6. No mental illness or chemical dependency condition that may adversely affect the person's ability to serve in the position.
7. Ability to meet physical requirements reasonably appropriate to the assignment.
8. A personal background history and character suitable for a person representing the department, as validated by a background investigation.
 - a. Fingerprinting may be a requirement for certain positions in accordance with Michigan House Bill No. 4045.

The Sheriff may allow exceptions to these eligibility requirements based on organizational needs and the individual's qualifications.

C. Recruitment, Selection, and Appointment

The Kent County Sheriff's Office shall strive to recruit and appoint only applicants who meet the department's high ethical, moral, and professional standards.

1. Recruitment – Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the department in serving the public.
2. Selection – Volunteer candidates shall successfully complete the following process before appointment as a volunteer:
 - a. Submit the appropriate written application.
 - b. Interview with the volunteer coordinator or other appropriate department liaison.
 - c. Successfully pass an appropriate level background investigation.

3. Appointment – Service as a volunteer with the department shall begin with an official notice of acceptance or an appointment by the Sheriff or an authorized designee who will generally be the Volunteer Coordinator.

No volunteer should begin any assignment until they have been officially accepted for that position and have completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all appropriate paperwork. They will then receive a copy of the position description and an agreement of service with the department.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs consistent with their knowledge, skills, abilities, and the needs of the department.

All volunteers serve at the discretion of the Sheriff.

D. Identification and Uniforms

As representatives of the department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Uniforms and safety equipment as determined by the Office of the Sheriff or their designee will be provided for each volunteer. Department-provided uniforms should only be worn when the volunteer is performing their duties.

Volunteers will be issued Kent County Sheriff's Office identification cards which must always be carried when on duty.

E. Personnel Working as Volunteers

Qualified regular department personnel, when authorized, may also serve as volunteers. However, the department shall not use the services of volunteers in such a way that it would violate employment laws or employee bargaining agreements.

F. Volunteer Coordinator

The function of the volunteer coordinator is to provide a central coordinating point for effective management within the department and to direct and assist efforts to jointly provide more effective volunteer services. Volunteers shall report to the volunteer coordinator.

The volunteer coordinator may appoint a volunteer or other designee to assist in the coordination of volunteers and their activities.

The responsibilities of the coordinator include, but are not limited to, the following:

1. Recruiting, selecting, and training qualified volunteers.
2. Conducting volunteer meetings.
3. Establishing and maintaining all volunteer rosters.
4. Maintaining records of each volunteer.
5. Tracking and evaluating the contribution of volunteers.
6. Completing and disseminating all necessary paperwork and information as appropriate.
7. Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.
8. Maintaining volunteer orientation and training materials and outlining expectations, policies, and responsibilities for all volunteers.
9. The volunteer coordinator should evaluate the overall use of volunteers regularly.

G. Issuance of Parking Citations by Volunteers

Volunteers who have completed a minimum of four hours of training in parking enforcement may issue citations for the following violations of MCL 257.675d:

1. Parking at a place where an official sign prohibits stopping or parking, or where an official sign restricts the time for or manner of parking.
2. Parking in a space reserved for use by disabled persons or parking in an access aisle or access lane immediately adjacent to a space designated for parking by persons with disabilities.

H. Duties and Responsibilities

Volunteers assist department personnel as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, and abilities and the needs of the department.

The volunteer coordinator or their designee will assign all volunteer duties.

1. Compliance – Volunteers shall be required to adhere to all policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this policy manual refers to regular department personnel, it shall also apply to a volunteer unless, by its nature, it is inapplicable.

Volunteers are required by this department to meet office-approved training requirements as applicable to their assignments.

2. Volunteer Meetings – All volunteers are required to attend scheduled meetings. Any absence must be satisfactorily explained to the volunteer coordinator.
3. Professionalism – All volunteers shall act in a professional and non-confrontational manner. When the environment becomes confrontational volunteers should attempt to de-escalate the situation and contact a Road Patrol Deputy to assist.

I. Task-Specific Training

Task-specific training is intended to provide the required instruction and practice for volunteers to perform their assigned duties properly and safely. A volunteer's training should correspond to their assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the department and law enforcement procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks. They should also receive ongoing training as deemed appropriate by the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally refer to themselves as, or by omission infer that they are, deputies or other full-time members of the department. They shall always represent themselves as volunteers.

1. Volunteer Training Materials – Each new volunteer will be issued volunteer

training materials. The materials outline the subject matter and skills necessary to function properly as a volunteer with the department. The volunteer shall become knowledgeable of the subject matter and proficient with the skills outlined in the training materials.

J. Fitness for Duty

No volunteer shall report for work or be at work when their judgment or physical condition has been impaired due to illness or injury, or using alcohol or drugs, whether legal or illegal.

Volunteers shall report to the volunteer coordinator any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to:

1. Driver's license
2. Medical Condition
3. Arrests
4. Criminal investigations
5. All law enforcement contacts

K. Information Access

With appropriate security clearance, a volunteer may have access to, or be in the vicinity of, criminal histories, investigative files, or information portals. Unless otherwise directed by a supervisor, the duties of the position, or department policy, all such information shall be considered confidential. Only information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by office policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have their fingerprints submitted to the Criminal Justice Information Center (CJIC) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before giving an assignment with the department. Subsequent unauthorized disclosure of any confidential information verbally, in writing, or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other

periodicals, release or divulge any information concerning the activities of the department, or maintain that they represent the department in such matters without permission from the appropriate department personnel.

L. Equipment

Any property or equipment issued by the department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the department's property and shall be returned at the termination of service.

- a. Department Vehicle Use – Volunteers assigned to duties that require the use of a vehicle must possess a valid driver's license. Volunteers shall obey all rules of the road, including safety belt requirements.

M. Disciplinary Procedures/Termination

If a volunteer has a personnel complaint made against them or becomes involved in an internal investigation, the matter shall be investigated in compliance with departmental policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Sheriff, with or without cause. Volunteers shall have no property interest in their current appointments.

Volunteers may resign from service with the department at any time. It is requested that volunteers who intend to resign provide advance notice and reason for their decision.

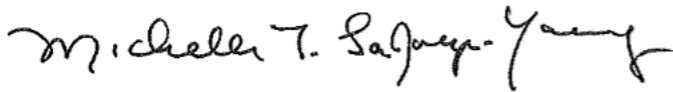
N. Exit Interviews

The volunteer coordinator should conduct exit interviews when possible. These interviews should attempt to ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions on improving the position.

IV. CANCELLATIONS

None

Authorized by:

A handwritten signature in black ink, reading "Michelle T. LaJoye-Young". The signature is fluid and cursive, with the first name "Michelle" and last name "LaJoye-Young" clearly legible.

Michelle LaJoye-Young
Sheriff

Index as:

Standard 2.6.2

Application: This directive constitutes department policy and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims insofar as the employer's or employee's legal duty as imposed by law.

KENT COUNTY SHERIFF'S OFFICE