

 <b>Kinston Police Department</b>	<b><u>POLICY: Volunteers</u></b>						<b><u>POLICY #:</u></b>  <b>100-14</b>
	<b><u>NCLEA Standards:</u></b>						
	<b><u>CALEA Standards:</u></b>						
	<b><u>NCLM Standards:</u></b>						<b>Effective Date:</b>
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	<b>Revision Dates:</b>	01/01/21	01/08/25				<b>07-01-2019</b>
<b>Approval: Chief of Police</b>							

## I. PURPOSE AND SCOPE

The purpose of this policy is to establish the Kinston Police Department's commitment to and procedures for volunteer services.

## II. POLICY

1. Non-sworn volunteers serving without pay are a valuable asset to the Kinston Police Department and may be used in a variety of functions that will promote the agency's efficiency, effectiveness, mission and goals. Volunteers are not sworn officers and are subject to the same provisions and restrictions governing other civilian employees as defined in this policy. A background investigation, including a criminal history search is mandatory for all volunteers.
2. While not paid employees of the Agency, volunteers must still comport themselves in a manner that is in accordance with agency policy. Therefore, agencies should establish guidelines for volunteers regarding their fitness for duty. For instance, agencies may include in their volunteer program policies and procedures that volunteers:
  - a. May not report to work or be on duty when their judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury; or
  - b. Must report to their supervisor any changes in status that may affect their ability to fulfill their duties—this may include, but is not limited to changes related to
    - (1) driver's license status,
    - (2) medical condition,
    - (3) arrests,
    - (4) criminal investigations, and
    - (5) controlled substance use.

3. By nature of their duty assignment, volunteers may be exposed or have access to confidential information.
  - a. Volunteers must understand that all law enforcement information is considered confidential;
  - b. Volunteers shall be instructed that:
    - (1) only information specifically identified and approved by authorized personnel should be released, and
    - (2) confidential information should be given only to persons who have a need and right to know, as determined by agency policy and supervisory personnel;
  - c. Each volunteer must sign a nondisclosure agreement—if the volunteer subsequently discloses any confidential information in any manner, this may constitute grounds for immediate dismissal and possible criminal prosecution; and
  - d. Volunteers must always present themselves as such and are not permitted to represent the agency in an official capacity without permission from the proper agency personnel, including:
    - (1) addressing public gatherings,
    - (2) appearing on radio or television,
    - (3) preparing any article for publication,
    - (4) acting as correspondents to a newspaper or other periodical,
    - (5) releasing or divulging any information concerning the activities of the agency, or
    - (6) maintaining that they represent the agency in such matters.
4. Volunteers of the Kinston Police Department who receive Agency property and equipment shall maintain and care for equipment accordingly. This may include the following:
  - a. any fixed and portable equipment issued by the agency is for official and authorized use only;
  - b. any property issued to the volunteer remains the property of the agency and must be returned at the termination of service; and
  - c. agency vehicles cannot be driven by volunteers unless they have received the proper training and approval.
  - d. Use of equipment should be contingent on proper training and licensing and
5. As unpaid employees, volunteers are subject to many of the same policies and procedures as paid employees, including disciplinary action, up to and including termination.

6. Examples of volunteers in the Kinston Police Department:
  - a. Sentinel Program – traffic control, bus stop control, funeral escorts, etc.
  - b. Chaplain Program – assist with ministry type assistance.
  - c. Explorer Post Program – assist with supporting Explorer Post supervisors

### **III. SENTINELS**

The Sentinel Program represents a partnership between the community and the police department. These volunteers provide the citizens of Kinston with an enriched program of police services without additional cost to citizens.

This program is not designed to replace existing police department staff, but is aimed at supplementary and complimentary non-hazardous, non-threatening calls for service roles to support and lend assistance to the Kinston Police Department.

#### ***Duties***

Sentinels provide social interaction with the citizens, keeping a positive perspective on law enforcement.

While involved in department related activities Sentinels will wear a department provided Sentinel uniform and patrol areas in the city of Kinston in a marked Sentinel vehicle. Tasks include, but are not limited to:

- a. Crime prevention lectures.
- b. Neighborhood Watch
- c. Performing security checks for businesses and residential areas
- d. Responding to non-threatening calls for service
- e. Taking incident police reports
- f. Vacation house checks
- g. Issuance of civil citations (parking violations) per City of Kinston City Code, Section 21-99, the Chief of Police authorizes any agency Sentinel (volunteer) to enforce an illegal parking violation of sections 21-81 through 21-95 and sections 21-97 and 21-98. Any violation under this section must be written on a civil citation (or parking ticket) and not a state citation. (Ord. No. 46-96, § 1, 8-5-96; Ord. No. 2-2005, § 1, 1-3-05)

#### ***Requirements***

- a. Must be at least 18 years of age
- b. Must have a valid North Carolina driver's license
- c. May not be employed in any other sworn enforcement occupation
- d. Cannot have a criminal record

#### **IV. CHAPLAIN**

The Police Chaplain is a Chaplain that carries no law enforcement powers and requires a deep understanding of the work and challenges law enforcement officers and their families face daily. The understanding that this Chaplain has allows for him or her to be an effective and vital part of the Kinston Police Department both inside and outside of the patrol car. A Police Chaplain is expected to provide emotional, practical, and spiritual resources for law enforcement officers.

##### ***Duties***

Duties of the Chaplain may be:

- a. To provide spiritual and emotional support to all members of the department, their families, and members of the public involved with the Kinston Police Department.
- b. To serve as a resource for department personnel when dealing with the public in tragic incidents, including death notifications.
- c. To deliver an invocation or benediction at public ceremonies as representatives of the Kinston Police Department.
- d. To be able to respond on a 24-hour basis for confidential counseling, and referrals.
- e. To provide or obtain assistance for victims of crime, accidents, and natural disasters.
- f. To attend department functions such as swearing-in ceremonies, promotions, retirements, or other events upon request.
- g. To serves as a liaison with a local clergy.
- h. To serve as a part of the crisis response team, and provide appropriate crisis intervention at emergency scenes.
- i. To be a resource outside of the patrol car, yet inside the blue line.