




City of Manassas Police Department General Duty Manual



Effective Date: 01-15-2008	GENERAL ORDER	Number: 03-12
Subject: Civilian Personnel		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-31-2018		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 16.4.1 / 16.4.2 / 16.4.3	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

PURPOSE:

To identify non-sworn and civilian components of the Department and emphasize the integral contribution they make toward the police mission.

POLICY:

Non-sworn members and civilian personnel perform tasks that need not be performed by a sworn law enforcement officer. Non-sworn members should be familiar with the operations and administration of the Department to the extent necessary to perform their duties and tasks efficiently. The extent of public contact the member experiences while performing the duties of his assigned position generally affects the required level of knowledge of the police mission and human relations training.

DISCUSSION:

As a matter of writing style for the purpose of the General Order system, a distinction is made between sworn and non-sworn members of the Department, as well as civilians. When a directive governs both sworn and non-sworn members equally, the term "member" is used. In the event that a directive addresses only sworn law enforcement officers, the term "sworn member" or "officer" is used. In the event that a directive addresses individuals who are not formal members of the Department, the term "consultant," "professional consultant" or "volunteer" is used.

PROCEDURE:

I. Categories of Non-Sworn Members

- A. Non-sworn members contribute to the various functions of the Department in several areas including:
 1. Full time, career service.
 2. Part-time service.
 3. Temporary service.
 4. Volunteer.
 5. Consultant or professional consultant.
- B. The positions generally staffed by non-sworn members include the following:
 1. Public Safety Communications Specialists (PSCS) and the non-sworn supervisors staffing the Public Safety Communications Center (PSCC).
 2. All members of the Records Section.
 3. Administrative Assistant.
 4. Administrative Specialist.
 5. Crime Analyst.
 6. Crime Prevention.
 6. Fiscal Specialist.
 7. Property /Evidence Technician.
 8. Parking Enforcement/Crossing Guards/Community Liaison Officer
 9. Police Accreditation Coordinator.
- C. Positions not requiring sworn personnel should be specified as non-sworn positions and staffed accordingly. Non-sworn members fill permanent positions within the Department in accordance with existing position descriptions.
 1. Sworn personnel may be temporarily assigned to a non-sworn position during limited restricted duty, to expand knowledge of operations, or to meet other urgent needs of the Department.

Effective Date: 01-15-2008	GENERAL ORDER	Number: 03-12
Subject: Civilian Personnel		Page: 2 of 3

2. Division Commanders ensure that non-sworn part-time or full-time members receive an appropriate level of supervision as prescribed by the Department's organizational structure.
- D. Non-sworn members provide much needed support services that allow sworn officers to devote more time toward duties requiring police authority. The Department prides itself on the high degree of cooperation that exists between its officers and non-sworn members.
- E. Non-sworn members may be occasionally needed to staff policy and procedure drafts concerning police operations applicable to their functional duties.

II. Civilian Personnel: Volunteers, Temporary Service and Professional Consultants, Generally

- A. Volunteers are civilians that volunteer specific critical skills and knowledge to the Department on a part-time or occasional basis. Volunteers are not assigned to duties requiring sworn officer status. The Department's volunteer program may include, but is not limited to:
 1. Support personnel
 2. Interns from sponsored high school and/or college internship programs
- B. The volunteer member is under the supervision of a sworn or civilian supervisor most closely associated with the duties assigned to the volunteer.
 1. The Intern program is coordinated by the Office of Professional Standards Lieutenant; however, the interns are supervised by the supervisor in the unit to which they are assigned.
 2. Volunteers have only that authority granted them by a supervisor assigning them a task or duty. The supervisor is ultimately accountable for expanding or restricting the scope of authority accorded to a volunteer.
- C. The duties assigned to a volunteer will be largely support services for the Division to which they are assigned. These may include, but are not limited to:
 1. Traffic direction and control
 2. Administrative duties
 3. Fingerprinting of persons for other than criminal process
 4. Accreditation duties
 5. Assisting in the Public Information function by writing media releases
- D. All volunteers receive training in the duties to which they are assigned.
- E. All volunteers will have a criminal history check prior to being accepted. In some instances, a background check may be required depending on their access to certain information.
- F. All volunteers will be photographed and issued a picture ID. A memorandum identifying them as a volunteer will be distributed to the force.
- G. In the event that volunteers are issued uniforms, such uniforms clearly distinguish them from sworn members.
- H. Professional Consultants or Temporary Service personnel may be civilians that provide specific critical skills and knowledge to the Department on a part-time or occasional basis, or civilians retained by the Department under contract or other form of payment. Their services may include, but are not limited to:
 1. Development and administration of the promotional process.
 2. Physicians, psychologists or other medical professionals.
 3. Public Safety Communications Specialist duties.
 4. Professional assistance during the selection process.
 5. Polygraph Examiners
 6. Background Investigators
- I. Division Commanders ensure that civilian personnel are assigned an appropriate level of supervision from within and as prescribed by the Department's organizational structure.

Effective Date: 01-15-2008	GENERAL ORDER	Number: 03-12
Subject: Civilian Personnel		Page: 3 of 3

III. Training

- A. New members are provided orientation training by the City Department of Human Resources.
- B. Non-sworn members are provided additional Departmental training in accordance with General Order 7-6.
- C. Volunteers, Temporary Service Personnel and Professional Consultants are provided training by division personnel in the area(s) to which they are assigned.

Attachments: N/A
Index as: Civilian Personnel.
Full Time Members.
Non-Sworn Members.
Part-Time Members.
Volunteers.
Consultants

References: N/A