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16.4 Volunteer Program

The program is established for the benefit of the community in Paradise Valley and the *Paradise Valley Police Department*, and *will* provide benefits in the following areas:

- A. Provide surveillance on *Town* hiking trailhead parking areas to deter burglary from vehicles and other criminal activity.
- B. Provide a presence in *Town* neighborhoods and deter household break-ins by eliminating indications the home is unoccupied (examples: picking up newspapers, moving bottled water and dry cleaning deliveries out of sight from the street, and retrieving trash cans from the street).
- C. Provide overall surveillance and educate homeowners on the danger of leaving garage doors open and vehicles left unlocked as well as other conditions that invite criminal activity.
- D. Assist in the You Are Not Alone (YANA) program where the elderly, who live alone, are contacted on a weekly basis for a welfare check.
- E. Assist with various emergencies including major traffic collisions, fires, and regional disasters.
- F. Assist with special events.
- G. Assist with administrative duties.
- H. Assist with Project Life Saver.

16.4.1 Recruiting

The *Department will* advertise the need for volunteers through the local newspaper and by making presentations to local community groups.

Department members and volunteers *will* seek out members of the community, primarily *Town* residents, who might be interested.



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16.4.2 Basic Requirements for Volunteers

- A. Be at least 18 years of age.
- B. Reside within the Town of Paradise Valley
- C. Complete an application showing recent history, record of activities in the last five years, and personal and professional references.
- D. Participate in a ride-a-long with a police officer.
- E. Satisfactorily pass an oral review board consisting of *Department officers* and leaders from within the volunteer program.
- F. Volunteer 96 hours annually (approximately 8 hours per month).
- G. Volunteer applicants need to successfully complete a background investigation.

16.4.3 Selection Process

- A. Potential volunteers are invited to an informal meeting with the *Chief* or designee, Volunteer Coordinator and others to assess interest and qualifications.
- B. If the potential volunteer has not already done so, he or she *will* be invited to ride along with a *Town police officer* or Volunteer Training Officer (VTO) one or more times.
- C. Applications are reviewed by *Department* command staff and the Volunteer Coordinator.
- D. If an applicant is approved in the review process, a panel consisting of members of the *Department* command staff and other *officers*, the Volunteer *Supervisor* (or designees) and other volunteers as appropriate *will* interview the applicant.
- E. The *Department will* conduct a background check on the volunteer applicant.
- F. Fingerprinting *will* be done for a computer background check.

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- G. The volunteer *will* be notified of their acceptance, sign an agreement and after completion of the necessary training be issued a *Department* photo identification card.

16.4.4 Training

- A. Patrol Ready Volunteers will attend six hours of classroom training semi-annually as scheduled by the Department Training Coordinator, consisting of police procedures; equipment (vehicles, radios, required forms, etc.) usage; and other operational and administrative matters.
- B. Successfully complete twenty hours of field training under the direct supervision of a certified volunteer designated as a Volunteer Training Officer (VTO).
1. Volunteer Training Officer (VTO) will report to the Administrative Sergeant
 2. VTO will complete Daily Observation Reports
 3. Volunteer-in-Training will be released to solo-capable status following a review by the Administrative Sergeant
- C. Driving training: Successfully pass the non-emergency vehicle operations driving course.
- D. CPR/AED: Successful completion of CPR/AED course.
- E. FEMA internet course: Specified National Incident Management System (NIMS) introductory FEMA internet courses.
- F. View the *Arizona Criminal Justice Information System (ACJIS)* training tape.
- G. Other training as required by the *Department*.

It is the responsibility of each volunteer to obtain proper documentation that he/she attended the training other than in-house training which *will* be documented by the *Department*. The documentation *will* include the topic or type of training, who presented the training, where the training was presented, the date/s of the training and total number of training hours attended. A copy of the documentation *will* be submitted to the Administrative Sergeant for their individual training file maintained by the *Department*. Without proper documentation, the training *will* not be considered as completed.



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Once the training portion has been completed, reviewed by the Administrative Sergeant and approved by the Chief of Police, the new volunteer *will* be placed on a six month *probationary period* to evaluate their performance, to include volunteered hours, prompt arrival at their scheduled times, neat appearance and overall attitude towards the program.

16.4.5 Duties

- A. Volunteer 96 hours a year (8 hours a month) with the *PVPD*, when available.
- B. Complete a short *report* on activities at the end of each tour of duty on patrol or other field activities, other than special events.
- C. Assist in any emergencies and with special events as determined by the *Chief* or designee.
- D. Attend a minimum of 16 hours of job-specific training annually
- E. Attend and complete all mandatory training. Missing mandatory training *may* result in the participant being placed on probation or termination from the program.
- F. Comply with all *Department* regulations.
- G. Annually:
 - 1. In response to the letter of intent, indicate whether to remain active or resign from the program.
 - 2. Sign a new volunteer agreement
- H. Attend volunteer meetings when requested.

16.4.6 Organization

The Volunteer organization *will* consist of:



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- A. The Volunteer Program *shall* be directed and supervised by the Administrative Sergeant and the Patrol Division.
- B. The Volunteer Board will consist of the following positions and responsibilities:
1. Volunteer President (2-Year Term):
 - a. After obtaining recommendations from the volunteers, members of the *Department*, and the Administrative Sergeant, the *Chief* or designee *will* appoint the Volunteer President.
 - b. The President will oversee all chair positions as well as the Volunteer Trainers (VTO) and trainees and lead all volunteer initiatives.
 - c. *Shall* serve as the liaison between the police department and the program.
 2. Administrative Chair (1-Year Term)
 - a. Manage all administrative duties, including timekeeping, record-keeping, uniform and equipment distribution, and inventory management.
 3. Events Chair (1-Year Term)
 - a. Oversee the coordination of volunteer participation in events
 - b. Assist with organizing volunteer coverage but is not required to attend or lead every event.
 4. Training Chair (1-Year Term)
 - a. Oversee all volunteer training.
 - b. Assist the President with VTO/VIT training.
 - c. Coordinate with Administrative Sergeant to facilitate 1-2 training sessions per quarter
 5. Past President (2-Year Term)
 - a. Mentor, assist, and support the current President.

Chair Position Details:

1. **Open to All Volunteers:** If more than one person is interested in a Chair position, a vote will be held among all volunteers.
2. **Term Limits:** Volunteers cannot hold the same Chair position for more than one year, though they may move to a different Chair role.

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3. Volunteers must have previously held a Chair position to be eligible for the President role.

- C. Volunteer Training Officers *shall* be selected by the Administrative Sergeant, with the assistance of the CRO and the Volunteer President.

16.4.7 Supervision

Each volunteer and/or team *will* work at the direction of the *on duty shift supervisor* (normally a patrol sergeant or corporal) and *shall* complete a written log of activities which *will* be approved by that *supervisor*. The completed form is submitted to the Administrative Sergeant for review and for filing.

16.4.8 Evaluation

Volunteers *shall* be continually evaluated by review of their activity logs, feedback from the patrol *officers* and *shift supervisors* and on-going meetings with the volunteer team.

16.4.9 Restrictions

Volunteers are prohibited from:

- A. Operating any *Department* vehicles other than those designated as a Volunteer vehicle without the express consent or direction of a police *supervisor*, the Administrative Sergeant, CRO, *Chief* or his designee.
- B. Volunteers *will* not possess firearms or other weapons, either exposed, concealed, or within briefcases or luggage while *on duty* and wearing the uniform of a *PVPD* Volunteer. If approved to use a *Department* vehicle that has a weapon/s installed in the vehicle, it *shall* be requested to be removed and secured. No department weapons are to be handled by Volunteers.
- C. Handling firearms or ammunition, except at the direction of the *shift supervisor*, on-scene *commander* or *Chief* or designee for the purposes of bringing necessary additional equipment or ammunition to the scene of an incident, or to individual *officers*.



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- D. Using the *emergency vehicle* lights in the process of going to a specific location. *Emergency* lights can be used after arrival at the scene of a traffic collision or other incident to prevent further damage or injury, or to warn motorists of hazards and streets closures.
- E. Use of the *emergency* siren at any time.
- F. Releasing information to media or non-PVPD *personnel* without authorization.

16.4.10 Uniforms

In order to be clearly recognized as Paradise Valley Police Volunteers and for personal safety around moving traffic, volunteers *shall* wear the distinctive fluorescent yellow vest with reflective stripes over their uniform at all times when *on duty* outside the police station unless directed otherwise by a police *supervisor* or the Volunteer President.

The uniform will consist of:

1. A navy uniform shirt as provided by the police department upon acceptance into the program
2. Khaki-colored pants
3. Closed-toe shoes in black, white, grey, or brown.
4. Hat – issued by police department
5. Name tag – issued by police department
6. Police Volunteer Identification Card – issued by the police department

Vests and other equipment *will* be issued upon completion of three ride-a-longs with patrol squads, recommendation by a Volunteer trainer and an initial four hours of training with a VTO.

All issued equipment and uniforms *will* be turned in when the individual is no longer active in the program.

TERMINATION:

Volunteers *may* request, in writing through the Administrative Sergeant, a leave of absence for a set period of time. If the inactive Volunteer wishes to return to active status in the program, he or she *may* be permitted to do so at the discretion of the *Chief* or designee, who *will* determine whether the individual *will* be required to submit a new application, undergo the oral interview



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and background investigation, and/or do the field training again, depending on the amount of time elapsed since active service as a volunteer and other factors.

Volunteers can be terminated at any time, with or without cause, at the direction of the *Chief* or designee.

Volunteers will return all issued equipment and uniforms when no longer in the program.

