

Volunteers

341.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Bozeman Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

341.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support, and youth involved in a law enforcement Explorer Post, among others.

341.2 POLICY

The Bozeman Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

341.3 ELIGIBILITY

Requirements for participation as a volunteer for the Department may include, but are not limited to:

- (a) Being at least 18 years of age for all positions other than Explorer.
- (b) Being at least 14 years of age for Explorer.
- (c) Possession of a valid driver's license if the position requires vehicle operation.
- (d) Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.
- (e) 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.
- (f) No conviction of a misdemeanor crime within the past 10 years, excluding misdemeanor traffic offenses.
- (g) No mental illness or chemical dependency condition that may adversely affect the person's ability to serve in the position.
- (h) Ability to meet physical requirements reasonably appropriate to the assignment.
- (i) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

Bozeman Police Department

Policy Manual

Volunteers

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

341.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Bozeman Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

341.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, 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.

Requests for volunteers should be submitted in writing by interested department members to the volunteer coordinator through the requester's immediate supervisor. A complete description of the volunteer's duties and a requested time frame should be included in the request. All department members should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The volunteer coordinator may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

341.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

- (a) Submit the appropriate [Volunteer Application](#) .
- (b) Interview with the volunteer coordinator.
- (c) Successfully complete an appropriate-level background investigation.

341.4.3 APPOINTMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required [Volunteer Forms and Waivers](#).

All volunteers shall be required to sign a Volunteer Regulations and Agreement (contained within the Volunteer Forms and Waivers attachment). Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

Volunteers serve at the discretion of the Chief of Police.

Volunteers

341.5 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 necessary safety equipment will be provided for each volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn by officers or other members of this department through the inclusion of "Volunteer" on the uniform.

Volunteers will be issued Bozeman Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Bozeman Police Department identification cards, except that "Volunteer" will be indicated on the cards.

341.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular department personnel, when authorized, may also serve as volunteers. However, this department shall not utilize the services of volunteers in such a way that it would violate employment laws or collective bargaining agreements (e.g., a detention officer participating as a volunteer for reduced or no pay). Therefore, the volunteer coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a volunteer capacity (29 CFR 553.30).

341.7 VOLUNTEER COORDINATOR

The volunteer coordinator shall be appointed by and directly responsible to the Support Services Captain or the authorized designee.

The function of the coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Support Services Captain or the authorized designee, volunteers shall report to the volunteer coordinator and/or Shift Supervisor.

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

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Recruiting, selecting and training qualified volunteers.
- (b) Conducting volunteer meetings.
- (c) Establishing and maintaining a volunteer callout roster.
- (d) Maintaining records for each volunteer.
- (e) Tracking and evaluating the contribution of volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.

Bozeman Police Department

Policy Manual

Volunteers

- (i) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

341.8 DUTIES AND RESPONSIBILITIES

Volunteers shall be required to adhere to all Department 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 Department-approved training requirements as applicable to their assignments.

341.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training should correspond to his/her 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, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

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

All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Department.

341.10 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Bozeman Police Department.

Bozeman Police Department

Policy Manual

Volunteers

341.10.1 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

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

- (a) Driver's license.
- (b) Medical condition.
- (c) Arrests.
- (d) Criminal investigations.
- (e) All law enforcement contacts.

341.11 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 that 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 department policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Montana Division of Criminal Investigation (DCI) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign Volunteer Waivers (contained within the Volunteer Forms and Waivers attachment) before being given 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 proper department personnel.

341.11.1 RADIO AND MOBILE DATA TERMINAL USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or Mobile Data Terminals and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

341.12 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 property of the Department and shall be returned at the termination of service.

Bozeman Police Department

Policy Manual

Volunteers

341.12.1 VEHICLE USE

Volunteers assigned to duties that require the use of a vehicle must first complete:

- (a) Verification that the volunteer possesses a valid driver's license.
- (b) Verification that the volunteer carries current vehicle insurance.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate department vehicles while using the vehicle's emergency equipment (e.g., emergency lights siren).

341.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

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

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

341.13.1 EXIT INTERVIEWS

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

Attachments

Volunteer Application.pdf

BOZEMAN POLICE DEPARTMENT

VOLUNTEER APPLICATION

Please contact the Volunteer Coordinator at 406-582-2000 with any questions.

All requested information must be furnished. The information you provide will determine whether you are eligible for the position. All information on the volunteer applications is subject to verification. Any omission, misstatement or falsifications may be cause for rejection of this volunteer application. **Date of Birth and Social Security Number are required for a Criminal History Check.**

PLEASE TYPE OR PRINT LEGIBLY IN INK.

GENERAL INFORMATION			
Last Name:	First Name:	Middle Initial:	
Address: (Street, City, State, Zip)			
Age:	Date of Birth:	Place of Birth:	Social Security Number:
Drivers License State and Number: <input type="checkbox"/> N/A		Do you have a Commercial Drivers License? If "YES" list any CDL Endorsements. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Phone: * <input type="checkbox"/>		Work Phone: (Optional) * <input type="checkbox"/>	Cell/Message: * <input type="checkbox"/>
Email Address:			*Please check best contact number.

VOLUNTEER INTERESTS AND AVAILABILITY						
What type of volunteer work do you desire and how many hours per week would you like to volunteer?						
Specify hours available for each day of the week:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Where did you first learn about this volunteer opportunity?						
<input type="checkbox"/> Bozeman Police Department Website <input type="checkbox"/> In person at the Bozeman Police Department <input type="checkbox"/> Contact with a Bozeman Police Officer or other department employee <input type="checkbox"/> High School / College Advisor or Career Placement Center (Please Identify) _____ <input type="checkbox"/> Job Fair (Please Identify) _____ <input type="checkbox"/> Newspaper: (Please Identify) _____ <input type="checkbox"/> Other: _____						
Why do you want to volunteer and what do you want to gain from this volunteer experience?						

EDUCATION

Do you possess a GED, High School Diploma, or College Degree? (check all that apply)

Where did you receive your GED or High School Diploma from? _____

Where did you receive your College Degree from? _____

Are you currently enrolled in school? Yes No

If "Yes" identify: High School College GED program -- Full Time or Part Time

Name and location (City/State) of institution: _____

If you are currently enrolled in school, list major course work and number of credit hours you have completed towards your diploma/degree:

SKILLS AND TRAINING

List all foreign or sign languages in which you are fluent:

Are you proficient with a computer? Yes No

If "YES" please identify computer software you have used in the past.

List any Professional Certifications or Licenses you have obtained:

List all clubs, groups associations, or organizations that you belong or have had an affiliation with. Exclude those that would indicate race, religion, color, sex or national origin.

EMPLOYMENT HISTORY

Which of the following currently apply to you? (select all that apply)

Unemployed
 Employed Full Time
 Employed Part Time
 Retired
 Other: (please Identify) _____

Begin with your present or most recent position. List all jobs held over the last ten years. Your qualifications will be evaluated on the information provided. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
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Address:	Phone Number:
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List All Positions Held and the Primary Duties for the Position:

Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
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Address:	Phone Number:
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List All Positions Held and the Primary Duties for the Position:

Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
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Address:	Phone Number:
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List All Positions Held and the Primary Duties for the Position:

Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
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Address:	Phone Number:
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List All Positions Held and the Primary Duties for the Position:

Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
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Address:	Phone Number:
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List All Positions Held and the Primary Duties for the Position:

Reason for leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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VOLUNTEER EXPERIENCE

List all volunteer positions held, over the last ten years. You may attach a separate sheet if additional space is needed.

Agency Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
Address:		Phone Number:	
List All Positions Held and the Primary Duties for the Position:			
Reason for leaving:		May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Agency Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
Address:		Phone Number:	
List All Positions Held and the Primary Duties for the Position:			
Reason for leaving:		May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Agency Name:	Name of Supervisor:	Beginning Date (Mo/Yr)	Ending Date (Mo/Yr)
Address:		Phone Number:	
List All Positions Held and the Primary Duties for the Position:			
Reason for leaving:		May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	

REFERENCES

List three individuals who have knowledge of your character: Excluding all relatives and former employers.

Name:			Phone:
Address:			Email:
City:	State:	Zip:	Number of years known:
Name:			Phone:
Address:			Email:
City:	State:	Zip:	Number of years known:
Name:			Phone:
Address:			Email:
City:	State:	Zip:	Number of years known:

DRIVING HISTORY

Have you ever had a Driver's License cancelled, refused, revoked or suspended? Yes No
If "Yes"; explain in detail, including dates and circumstances. (attach a separate sheet if additional space is needed)

Have you ever had your driving privileges suspended? Yes No
If "Yes"; explain in detail, including dates and circumstances. (attach a separate sheet if additional space is needed)

Have you ever attended a driver improvement school? Yes No
If "Yes"; explain in detail, including dates and circumstances. (attach a separate sheet if additional space is needed)

List ALL traffic summons, tickets, or citations you have received in the past 5 years, regardless of disposition, i.e. Expunged etc, in chronological order beginning with the most recent. (Attach a separate sheet if additional space is needed):

Date:	Charge:
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Agency:	City/State:
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Court where filed:	Disposition:
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Date:	Charge:
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Agency:	City/State:
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Court where filed:	Disposition:
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Date:	Charge:
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Agency:	City/State:
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Court where filed:	Disposition:
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Date:	Charge:
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Agency:	City/State:
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Court where filed:	Disposition:
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LAW ENFORCEMENT CONTACTS

List ALL official contact you have had with any law enforcement agency or court system. This includes municipal, county, state, and federal agencies or court systems, as well as military courts, military police and military investigative units, including any judicial or non-judicial action in the military. List all incidents where you were questioned, warned, issued a summons, detained, arrested, or convicted. This includes all infractions, ordinance violations, misdemeanors and felonies. Do not include traffic violations covered previously (attach a separate sheet if additional space is needed).

Name of Agency or Court, include the location of the Agency or Court (City and State):

Date and Reason of Contact:

Charge (if any):

Sentence (if any):

Disposition of Incident:

Name of Agency or Court, include the location of the Agency or Court (City and State):

Date and Reason of Contact:

Charge (if any):

Sentence (if any):

Disposition of Incident:

Name of Agency or Court, include the location of the Agency or Court (City and State):

Date and Reason of Contact:

Charge (if any):

Sentence (if any):

Disposition of Incident:

List any friends, associates or relatives, past and present, which have been convicted of a felony or participated in a criminal act. Give a brief explanation of your relationship to the person and the criminal activity in which they are or were involved:

I certify that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact and that all information given by me is true and completed to the best of my knowledge and belief. I am aware that statements made by me on this application are subject to later investigation. I understand that any false or misleading information given in my application or interview may result in forfeiture of eligibility to participate in the Volunteer in Police Services program.

Signature of Applicant: _____ Date: _____

Volunteer Forms and Waivers.pdf

VOLUNTEER REGULATIONS AGREEMENT

As a Volunteer with the Bozeman Police Department, you represent this agency and the City of Bozeman. In addition, you will be present in a variety of law enforcement activities. The nature of the police service requires that the Bozeman Police Department establish certain regulations for the protection of the Volunteer, the police department and the general public. By accepting the Volunteer position, you indicate your willingness to abide by these rules. Any breach of these regulations will be cause for possible discipline or removal from the program. By accepting this position and so signing the bottom of this form, you are indicating that you understand each of these regulations.

Definition and Objective:

A "Volunteer" is an individual who performs hours of service for a public agency for the educational experience, without promise, expectation or receipt of compensation for services rendered.

The objective of the Bozeman Police Department in the use of Volunteers is to allow community members to assist the Bozeman Police Department and supplement public safety and crime prevention efforts. Volunteers are not considered employees of the City of Bozeman or the Bozeman Police Department.

To participate in the Volunteer Program, all volunteers must agree to and abide by the following rules of conduct:

1. Volunteers will present a neat and professional appearance at all times while participating in the program. Volunteers will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment the volunteer is given. Exceptions must be approved by the assigned supervisor.
2. Absolutely no weapons will be permitted.
3. Volunteers will obey all instructions from any supervisor or officer(s) that he/she is assigned to accompany.
4. Volunteers will perform duties courteously and to the best of their ability.
5. Volunteers will be prompt and reliable in attendance.
6. Volunteers will not represent themselves as a law enforcement officer or as an employee, either of the Bozeman Police Department or any other law enforcement agency.
7. Volunteers will maintain in confidence any information learned during the course of volunteering about the activities or operations of the Bozeman Police Department. Specific information about criminal cases, the identity of individuals, or the description of law enforcement procedures is not to be divulged in any manner.

- Volunteers will wear a BPD identification tag in a clearly visible manner at all times when working at the department.

I hereby acknowledge that I have read and fully understand the terms and conditions of this agreement and that I agree to comply with same. I further acknowledge that I have had the opportunity to get any and all of my questions regarding this agreement answered to my satisfaction.

I further recognize that in addition to any administrative sanctions that the Bozeman Police Department may take against me for violation of these regulations; that criminal prosecution may result if I violate any laws of appropriate jurisdiction.

SIGNATURE

WITNESS

DATE

INSURANCE INFORMATION FORM

Thank you for offering your time, energy and talents to the City of Bozeman, the Bozeman Police Department, and our community. The following is meant to help you understand what kinds of insurance coverage you have and do not have as a Volunteer with the city.

1. As you perform duties within the course and scope of what is expected of you through volunteering for the City, you will be covered under the City's liability insurance. However, if you act and/or perform duties outside or contrary to the scope of your duties, you will not be covered by the City's liability insurance
2. If you perform duties within the course and scope of volunteering, you will be covered under the City's worker's compensation insurance program.
3. As a Volunteer you are not covered under the City's health insurance programs.
4. The City is not responsible for any lost, stolen or damaged personal property. We encourage you to keep your personal property safe at all times.

Again, thank you for volunteering for the City and our community. If you have any questions regarding the information above, please ask your volunteer coordinator contact person.

Your signature below acknowledges that you have received this information.

Signature

Date

MEDICAL WAIVER

I, _____ understand that I must be in good physical condition to perform the duties for which I will be volunteering.

These duties may include, but are not limited to driving, moderate walking, biking, entering and exiting a vehicle several times, and occasionally standing for an extended period of time. These will occur in all kinds of weather: snow, ice, wind, and rain. By signing this waiver I acknowledge that I am in good physical condition and have no medical limitations that would prohibit my participation in the specific duties for which I will be volunteering.

Volunteer Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Confidentiality Waiver

I realize in the course of my volunteership I will be exposed and have access to information that is confidential in nature and I agree I will not disclose any such information to any person. I also recognize I am bound to uphold the City of Bozeman’s code of ethics including Sec. 2.03.530, BMC regarding confidential information.”

Sec. 2.03.530. - Confidential information.

A.

No official or employee shall, without legal authority, disclose confidential information concerning the personnel, property, government, or affairs of the city.

B.

No official or employee shall use confidential information to advance such official or employees own financial or personal interest or the financial or personal interests of any other person.

C.

Nothing in this section shall be interpreted as prohibiting the disclosure of information required by law to be disclosed.

(Code 1982, § 2.01.080; Ord. No. 1240, § 8, 1987; Ord. No. 1726, § 2(2.01.080), 11-26-2007)

Printed name

Signature