



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PERSONNEL POLICY**

DATE OF ISSUE

10/01/2015

EFFECTIVE DATE

10/01/2015

NO.

242-4

SUBJECT

Policy Series 200: Employment Guidelines  
242- Auxiliary Service Volunteer Program

AMENDS

REFERENCE

D.M. 14-10

RESCINDS

PPBM 242-3

**\*I. INTRODUCTION**

The Auxiliary Service Volunteer Program is designed to increase community involvement with the department. This program offers volunteers an opportunity to assist the department for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered. Volunteers are appointed based upon the unique knowledge, skills and abilities of the individual volunteer, but will perform only those duties normally assigned to a non-sworn member.

**II. POLICY**

**A. Auxiliary Service Volunteers**

1. Are not required to live within the city limits of Kansas City, Missouri.
- \*2. Must agree to donate time on a regular basis to remain an active auxiliary service volunteer. The minimum hours of service required to remain active will be determined by the Director of Human Resources.
3. Must be at least seventeen (17) years of age.
4. Must successfully complete a background investigation.
- \*5. Must meet the minimum eligibility requirements for the position assigned.
- \*6. Must respond to the Personnel Records Section prior to reporting to their assigned element to complete paperwork and to receive a department-issued identification card that must be worn during all hours of assignment.
- \*7. Must maintain possession of any department-issued building access card and/or keys at all times.
- \*8. Must comply with any department required orientation process.
- \*9. Must complete the separation process at the conclusion of their volunteer services.

**B. The supervisor/commander of the element/watch to which a volunteer is assigned will:**

- \*1. Be responsible for all administrative matters pertaining to the volunteer, including, but not limited to scheduling a volunteer's hours of assignment; and

- \*2. Ensure that the volunteer's hours of service are entered in the Automated Timekeeping System.
- C. The division commander will be responsible for initiating action when the services of a volunteer are no longer needed. This includes contacting the Personnel Records Section to schedule the separation process.

### III. PROCEDURE

- \*A. The Employment Section will:
  - 1. Be responsible for the processing and appointment of interested volunteers who approach the department to serve in a volunteer capacity.
  - 2. Process the application of interested volunteers consistent with this policy.
  - 3. Determine an appropriate assignment for each volunteer, based upon the volunteer's knowledge, skills and experience as well as the needs of the Department.
  - 4. Maintain a file of positions approved for the assignment of a volunteer.
- B. Supervisors or commanders of elements desiring the assistance of a volunteer may submit a memorandum through their chain of command indicating:
  - \*1. The duties to be assigned to the volunteer and the skill requirements necessary;
  - \*2. The hours to be worked;
  - \*3. The duration of the assignment, if applicable; and
  - 4. The commander/supervisor to whom the volunteer would report.
- C. Upon approval by the bureau commander, the memorandum will be forwarded to the Human Resources Division for approval by the Director of Human Resources.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Alvin Brooks  
Board President

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