



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

2-07-12

EFFECTIVE DATE

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NO.

242-3

SUBJECT

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

AMENDS

REFERENCE

RESCINDS

PPBM 242-2

I. INTRODUCTION

The Auxiliary Service Volunteer Program is a program designed to increase community involvement with the department. This program offers volunteers an opportunity to assist the department by performing duties normally assigned to a non-sworn member.

II. POLICY

A. Auxiliary Service Volunteers

1. Must agree to donate time on a regular basis at the needs of the division commander.
2. Must be at least seventeen years of age.
3. Must notify their commander/supervisor when they discontinue their participation in the program.
- *4. Do not have to meet a residency requirement.
- *5. Must pass a background investigation.

B. Volunteers will be issued an identification card that will be worn during their hours of assignment.

C. Volunteers will have assigned duties such as patrol division desk duties, crime prevention, records, and supply, as well as other duties at the request of individual elements or based on the unique abilities of the individual volunteer.

D. Medical treatment will be provided for a duty-related personal injury in accordance with current written directive entitled, "Duty-Related Injuries," and the volunteer will be eligible for Worker's Compensation as stated in current written directive entitled, "Missouri Workers' Compensation Law. The volunteer is not eligible for any other benefits.

E. The commander/supervisor of the element/watch to which a volunteer is assigned will be responsible for all administrative matters pertaining to the volunteer. The division commander will be responsible for initiating action when the services of a volunteer are terminated. This includes contacting the Personnel Records Section for separation processing information when a volunteer resigns or is terminated from the program.

III. PROCEDURE

- A. All personnel will cooperate and support this program by encouraging interested volunteers to apply at the Employment Unit.
- B. To request an Auxiliary Service Volunteer, commanders and supervisors who have tasks which could be performed by a volunteer may submit a memorandum through their chain of command outlining the duties to be assigned and designating the commander/supervisor to whom the volunteer would report.
- C. Upon approval by the bureau commander, the memorandum will be forwarded to the Employment Unit, which will maintain a file of positions approved for assignment as qualified volunteers apply.
- D. Duty manuals for elements with an assigned volunteer(s) will include a section on duties and responsibilities of the volunteer(s) and designate the commander/supervisor having administrative responsibility for the volunteer(s).

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2012.

Patrick A. McInerney
Board President

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