

**Purpose**

The purpose of this policy is to establish a civilian volunteer/auxiliary program in the Cecil County Sheriff's Office.

**Policy**

The Cecil County Sheriff's Office uses civilian volunteers to perform community service related activities, crime prevention support, and administrative tasks as needed. Such volunteers will not displace the sworn or civilian personnel of this Agency.

**Definition**

A civilian volunteer is an individual who serves the Cecil County Sheriff's Office in a part-time, non-sworn, non-uniformed capacity without monetary or other compensation. The volunteer agrees to assist because they are interested in a contribution to the Agency's role of serving the community.

**Procedure**

**A. Recruitment and Assignment**

- 1) The Community Resource Unit (CRU) will assist with initial recruitment and interview of volunteers and will refer those selected for further interview and acceptance.
- 2) The Cecil County Sheriff's Office shall have the right to accept or reject prospective volunteers and to determine assignments.

**B. Training**

- 1) Volunteers will receive classroom training describing the agency's organization, philosophy, and operation. Training will also include instruction emphasizing the need for confidentiality of official police matters and the requirement of maintaining privacy. Volunteers may receive training relating to specific tasks they are asked to perform.
- 2) Additional on-the-job training and coaching may be provided to enhance the volunteer's skills and practical knowledge.

**C. Supervision**

- 1) The civilian volunteer program is an auxiliary/administrative service function which falls under the direction of the Administration/Community Resource Unit Supervisor.
- 2) Daily supervision of the volunteer is the responsibility of the unit to which he/she is assigned and overall management of the Community Resource Unit Supervisor.

- 3) Volunteers will wear a clip-on identification at all times while in the Sheriff's Office and will be signed in/out of the building by the Duty Officer.

**D. Hours of Assignment**

- 1) A schedule will be devised with the volunteer and will be adapted to meet the needs of the agency as well as the convenience of the volunteer.
- 2) The schedule may be modified if it is agreeable to both the Community Resource Unit Supervisor and the volunteer.
- 3) The Community Resource Unit Supervisor will maintain a record of all volunteer hours worked and will forward a weekly copy to the Administrative Lieutenant.

**E. Nature of Assignment**

- 1) Volunteer assignments shall include, but are not limited to, the following:
  - a) Data entry/upkeep
  - b) Scanning/records filing upkeep
  - c) Community resource activities
  - d) Crime prevention support
  - e) Other activities as needed
- 2) Volunteers are prohibited from participating in direct law enforcement activity.

**F. Personnel File**

- 1) The Community Resource Unit Supervisor will maintain a personnel file for each volunteer which will contain:
  1. Volunteer application
  2. Personal information form
  3. Background check
  4. Signed confidentially agreement
  5. Any other document relevant to the volunteer's service