

VOLUNTEER PROGRAM	Document Number	GO 424
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1. PURPOSE

The purpose of this policy is to establish guidelines for the Hawai'i Police Department's Volunteer Program.

2. PERSONS AFFECTED

2.1. All personnel

2.2. Volunteers

3. POLICY

It shall be the policy of the Hawai'i Police Department that persons interested in gaining valuable working experience, while supporting the department's mission statement be given an opportunity to serve as volunteers within the Hawai'i Police Department.

4. DEFINITIONS

4.1. Volunteer – A volunteer within the policy means a participant willing to volunteer services without compensation or financial obligation to the Hawai'i Police Department. This may include student community service projects, student internship programs, and other volunteer referral programs. This shall not include participants falling within the programs for Reserve Police Officer, Police Chaplain, Volunteer Disabled Parking Enforcement, or other specific volunteer programs as may be established.

5. QUALIFICATIONS

5.1. To qualify for an appointment as a Hawai'i Police Department volunteer, an applicant must meet the following requirements:

5.1.1. Shall be at least 16 years of age.

5.1.2. Shall be a U.S. citizen.

5.1.3. Shall be of sound character; with no felony convictions, convictions for a crime of violence, or convictions for the possession or sale of any illegal drug.

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6. RESPONSIBILITIES

6.1. Administrative Services Section Captain

6.1.1. The Volunteer Program shall be managed by the Administrative Services Captain with the assistance of the Human Resources Section.

6.1.2. The Administrative Services Captain shall serve as the central coordinating point of the volunteer program and shall be responsible for the following:

- a. Providing volunteers with a written position description detailing their duties;
- b. Orientation and general training of volunteers;
- c. Maintaining service records (Work Skills Assessment);
- d. Maintaining a record of volunteer schedules and work hours. (Schedule and work hours are based on availability and department need); and
- e. Completion and dissemination of all necessary paperwork and information, including Personnel Orders as applicable.

6.2. District/Section Commander

6.2.1. The District/Section Commander shall ensure initial position-specific training and periodic ongoing training as deemed appropriate.

6.2.2. The District/Section Commander shall ensure work skills assessment for the volunteer are completed every three months of service.

- a. A partial work skills assessment is required for volunteer work that is less than three consecutive months.

6.2.3. The District/Section Commander shall use discretion with regard to the type of information and work conditions that a volunteer is exposed to.

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6.2.4. In the event a volunteer serves for the maximum term of one continuous year, the District/Section Commander for which the volunteer is interested in helping may recommend an extension.

- a. The Police Chief may choose to extend or terminate further volunteer service.

6.3. Volunteers

6.3.1. Those interested in applying as volunteers will be directed to the Hawai'i Police Department's Human Resource Section and complete the following:

- a. Application (Human Resources, Hawai'i Police Department Internal Application)
- b. Background check (Administrative Services Sergeant or designee)
- c. Interview (Division, Section, or Unit Commander)

6.3.2. Volunteers represent the Hawai'i Police Department and shall conduct themselves with professionalism and conform to department approved dress standards consistent with their assignment.

6.3.3. Volunteers shall be placed by the Human Resources Section based on the needs of the department and with the approval of the Police Chief.

6.3.4. Volunteers shall be responsible for their issued department identification card in accordance with General Order 420.

- a. This ID card will grant the authorized person access to their areas of assignment only during normal business hours.

6.3.5. Volunteers will specifically restrict their activity to those duties outlined in their position description and at the direction of their assigned supervisor.

6.3.6. Any information that may come to the attention of a volunteer during the course of their duties is to be held in the strictest confidence and is generally considered private in nature. Any

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disclosure of confidential information, verbally, in writing, or by any other means, shall be grounds for immediate discharge and possible criminal prosecution.

- 6.3.7. Volunteers shall not maintain that they speak on behalf of or represent the department, unless expressly permitted by the Police Chief to do so.
- 6.3.8. Volunteers shall not report to work or be on duty when their judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.
- 6.3.9. Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties.
- 6.3.10. Volunteers shall not serve for more than one year without prior approval from the Police Chief.
- 6.3.11. The Department ID card and any other property or equipment issued to a volunteer shall remain the property of the Hawai'i Police Department and shall be returned on the last working day.

6.4. Termination of the Program

- 6.4.1. All volunteer assignments will end at the conclusion of their set term, unless specifically authorized by the Police Chief.
- 6.4.2. A volunteer may be removed from the volunteer program at the discretion of the Police Chief. Termination of volunteers shall not be subject to due process considerations.