

Volunteers

1006.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Montgomery County Sheriff's Office volunteers to supplement and assist office personnel in their duties. Volunteers are those who can augment office personnel and help complete various tasks.

1006.1.1 DEFINITIONS

Definitions related to this policy include:

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

1006.2 POLICY

The Montgomery County Sheriff's Office shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient office and improve services to the community.

1006.3 ELIGIBILITY

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

- (a) Residency in North Carolina.
- (b) Being at least 18 years of age for all positions.
- (c) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or domestic violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
- (d) No conviction of a Class A1, Class 1 or Class 2 misdemeanor within the past 10 years, excluding petty misdemeanor traffic offenses.
- (e) No mental illness, chemical or alcohol dependency condition that may adversely affect the person's ability to serve in the position.
- (f) Physical requirements reasonably appropriate to the assignment.
- (g) A personal background history and character suitable for a person representing the Office, as validated by a background investigation.

The Sheriff may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

Montgomery County Sheriff's Office

Policy Manual

Volunteers

1006.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Montgomery County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

1006.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with office policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Office in serving the public.

1006.4.2 SELECTION

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

- (a) Submit the appropriate written application.
- (b) Interview with the volunteer coordinator.
- (c) Successfully complete an appropriate-level background investigation.

1006.4.3 APPOINTMENT

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 enrollment paperwork and will receive a copy of the position description, agreement and waiver of liability and agreement of service with the Office.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Office.

Volunteers serve at the discretion of the Sheriff.

1006.5 IDENTIFICATION AND UNIFORMS

As representatives of the Office, 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 deputies or members of this office through the inclusion of "Volunteer" on the uniform.

Volunteers will be issued Montgomery County Sheriff's Office identification cards which must be carried at all times while on-duty. The identification cards will be the standard Montgomery County Sheriff's Office identification cards, with the exception that "Volunteer" will be indicated on the cards.

Montgomery County Sheriff's Office

Policy Manual

Volunteers

1006.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular office personnel, when authorized, may also serve as volunteers. However, this office shall not utilize the services of volunteers in such a way that it would violate employment laws (e.g., a detention deputy participating as a volunteer for reduced or no pay).

1006.7 DUTIES AND RESPONSIBILITIES

Volunteers assist office personnel as needed. Volunteers may be assigned to other areas within the Office as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Office.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

1006.7.1 COMPLIANCE

Volunteers shall be required to adhere to all office 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 office personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this office to meet office-approved training requirements as applicable to their assignments.

1006.7.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained.

1006.8 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.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Sheriff's Office, 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.

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

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

Montgomery County Sheriff's Office

Policy Manual

Volunteers

1006.9 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. The following are some considerations that supervisors should keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to members on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will tap these valuable resources.

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 Montgomery County Sheriff's Office.

1006.9.1 EVALUATIONS

Volunteers who have completed their training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that volunteer.

1006.9.2 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, the following:

- (a) Driver license validity
- (b) Medical condition
- (c) Arrests of any nature
- (d) Criminal investigations
- (e) All law enforcement contacts other than minor traffic or parking citation

1006.10 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 office 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 office 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 State Bureau of Investigation to obtain

Montgomery County Sheriff's Office

Policy Manual

Volunteers

clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Office. 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 Office, or maintain that they represent the Office in such matters without permission from the proper office supervisor.

1006.11 EQUIPMENT

Any property or equipment issued by the Office shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Office and shall be returned at the termination of service.

1006.12 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 Sheriff, with or without cause. Volunteers shall have no property interest in their continued appointments.

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