

Louisville Metro Police Department

<h2>Standard Operating Procedures</h2>	SOP Number: 2.23
	Effective Date: 09/08/08 Prv. Rev. Date: 11/18/21 Revised Date: 05/29/23
	Accreditation Standards:
Chapter: Personnel	
Subject: Civilian Police Volunteers	

2.23 CIVILIAN POLICE VOLUNTEERS

2.23.1 PURPOSE

The Louisville Metro Police Department (LMPD) and other Louisville Metro Government agencies frequently utilize civilian volunteers for a variety of tasks. Departmental civilian police volunteers are under the control of the Community Engagement Unit Commander. There are three (3) types of volunteer service, including:

- Regular Volunteer Service: Volunteer service that is ongoing or for a set period of time.
- Community Service-Learning Volunteer Service: Volunteer service that may be required or assigned by educational, religious, or civic organizations.
- Special Event Volunteering: Volunteer service that is daily, episodic, or for one (1) event only.

The LMPD and the community benefit tremendously from the numerous volunteer hours worked by committed citizens; however, volunteering is considered a privilege due to the critical aspects of operating a police department.

Any person who wants to become an LMPD volunteer will be subject to a background check, personal reference check, personal interview, and/or other screening methods.

LMPD volunteers do not have sworn police powers and will not be placed in positions normally held by sworn officers.

2.23.2 DEFINITIONS

Abuse: Abuse includes:

- Physical Abuse: Contact intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm.
- Sexual Abuse: The use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexual or sexually explicit contact. Sexual abuse includes, but is not limited to, sexual molestation, sexual assault, sexual exploitation, and sexual injury.

Adult: Any person who is 18 years of age or older.

Adult Volunteer: An adult who has completed Louisville Metro Government's Volunteer Application and Background Screening process and has been approved for participation.

Staff: All employees and program volunteers who have contact with youths or access to facilities.

Youth: Any person who is 17 years of age or younger.

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2.23.3 VOLUNTEER COORDINATOR

The Volunteer Coordinator reports to the Community Engagement Unit Commander and is responsible for overseeing the operations of the Volunteers in Police Service (VIPS) Program, including volunteer orientation and training. The Volunteer Coordinator is responsible for recruiting civilian volunteers, staffing details with appropriate volunteers, monitoring volunteers on-site, collecting time sheets, and other duties as assigned. The Volunteer Coordinator also monitors the volunteers to verify compliance with applicable LMPD Standard Operating Procedures (SOPs).

2.23.4 VOLUNTEER OPPORTUNITIES

As a volunteer with the LMPD, there are many opportunities for service. Opportunities include:

- **Special Events/Details:** Provide on-site assistance during major events and non-enforcement operations; represents the LMPD by answering questions and providing resources to citizens.
- **Division Advisory Board:** Assists the division with its needs by promoting division programs, events, or services.
- **Administrative:** Assists office staff with various clerical duties (e.g. filing, typing, copying, filling envelopes, and answering phones).
- **Police Chaplains:** Assist departmental personnel who are in crisis situations and provide citizens with service in times of personal crisis or tragedy. This volunteer position has additional requirements and limited openings.

2.23.5 POLICY

The Louisville Metro Government Volunteer Service Handbook, the Louisville Metro Government Volunteer Resource Program Policy and Procedure Manual, Louisville Metro Government Personnel Policies, and the LMPD VIPS Program Handbook require current and prospective volunteers to meet certain requirements, including, but not limited to, the following:

- Volunteers must be at least 18 years of age, unless accompanied by an LMPD supervisor or an authorized adult volunteer.
- Volunteers will be subject to criminal background checks and/or personal reference checks and a personal interview. Background checks and reference checks are conducted annually for volunteers with an active status. The following convictions, regardless of when or where the conviction occurred, will render the volunteer ineligible for participation:
 - Any felony
 - Any drug-related activity (misdemeanor or felony)
 - Misdemeanor assault
 - Any crime involving the endangerment of a minor
- All volunteers must complete the Louisville Metro volunteer application forms associated with the type of service that they are pursuing (e.g. short-term, ongoing, individual, group, etc.). No employee, adult

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2.23.5 POLICY (CONTINUED)

volunteer, or youth helper will provide any service or assistance until approved by the Louisville Metro Human Resources (HR) Director, or their designee.

- All volunteers are required to complete a Louisville Metro Government Volunteer Registration form and an Agreement to Volunteer and Accept Workers' Compensation Benefits form. Volunteers who are under the age of 18 must have an Agreement to Volunteer and Accept Workers' Compensation Benefits form signed by a parent or legal guardian.
- The LMPD requires two (2) forms of identification in order to become a police volunteer. One (1) form of identification must be a photo identification card, such as a driver's license, state-issued identification, etc. The LMPD also requires the completion of the following VIPS Program forms: LMPD Volunteer Registration form (LMPD #08-0006), Volunteer Confidentiality form (LMPD #08-0007), Volunteer Work Agreement form (LMPD #08-0009), and the Covenant Not to Sue form (LMPD #03-08-0200).
- Volunteers will wear their departmentally-issued photo identification while on assignment as a volunteer with the department. The photo identification will be worn via a lanyard or clip on the volunteer's shirt, in a visible location. The photo identification may only be used when volunteering for the department and at no other time.
- Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they have access, while serving as a volunteer, including confidential information concerning personnel matters, members of the community, or relating to Louisville Metro Government and the LMPD.
- All volunteers, including Division Advisory Board members, must serve a minimum of 20 hours annually in order to maintain an active status in the VIPS Program. If a volunteer is placed on inactive status, their departmentally-issued photo identification must be turned in to the Volunteer Coordinator or other ranking member.
- Volunteers must report any traffic citation, charge, arrest, conviction, plea of no contest, Emergency Protective Order (EPO), Domestic Violence Order (DVO), Interpersonal Protective Order (IPO), or Foreign Protective Order (FPO) to the Community Engagement Unit Office and Volunteer Coordinator.

Volunteers are prohibited from handling any money for Louisville Metro Government or the LMPD. All general fundraising conducted by volunteers and funds contributed by individual volunteers must be routed through the Louisville Metro Police Foundation (LMPF). Volunteers may assist in fundraising set-up at venues but all money must be collected by on-duty Louisville Metro employees.

2.23.6 ORIENTATION/TRAINING

Volunteers must attend a volunteer orientation held by the Community Engagement Unit Commander and/or the Volunteer Coordinator. Volunteers will receive a VIPS Program Handbook, which explains the VIPS Program in detail. Orientation is conducted after each graduating Citizens Police Academy (CPA) class. This orientation is for those who have completed all of the forms in the volunteer registration packet.

Volunteers will have their duties explained and demonstrated based on their assignment. Training on authorized and assigned duties will be documented in each volunteer's file. Periodically, the Volunteer Coordinator will notify volunteers of any departmental training available and disseminate training bulletins, as needed.

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2.23.7 DRESS CODE

In order to distinguish civilian volunteers from police officers, all VIPS Program participants or other volunteers will wear an approved shirt that is distributed by the LMPD. Volunteers may wear a white long-sleeved shirt under the approved shirt, as needed.

Volunteers will wear the appropriate attire related to the detail to which they are assigned. The dress code will be determined by the Volunteer Coordinator. Volunteers will wear their LMPD photo identification, via a lanyard or clip on their shirt, in a visible location while serving in a volunteer capacity.

LMPD chaplains will wear a gray polo shirt with their first initial and last name embroidered in white lettering on the right breast area. The LMPD patch, designed to represent their status, has the word "CHAPLAIN" at the top of the patch on the left breast area. The word "CHAPLAIN" will be screen printed in white on the back of the polo shirt.

The chaplain dress shirt is a white, long sleeve button-up with the chaplain's first initial and last name embroidered in blue lettering on the right breast area. The LMPD patch has the word "CHAPLAIN" at the top of the patch on the left breast area. Chaplains will wear navy Class A uniform pants with their dress shirt. The hem will have no exposure of the sock when standing.

Chaplains will wear a formal navy jacket with gold buttons that has LMPD patches with the word "CHAPLAIN" at the top of the patches on each shoulder. These patches will be centered with the shoulder epaulet and will be worn ½ inch below the top shoulder seam. The appropriate chaplain badge will be worn on the left breast area. A gold nameplate, bearing the chaplain's first initial and last name, will be worn on the right breast area.

2.23.8 TERMINATION OF VOLUNTEER SERVICE

Volunteer appointments may be terminated, at any time, at the discretion of the Community Engagement Unit, with or without cause. There is no appeal process for the termination of a volunteer appointment. Volunteers may also terminate their service at their sole discretion.

All departmentally-owned equipment or other items will be returned to the Volunteer Coordinator immediately upon termination of volunteer status. This includes the departmentally-issued photo identification (volunteer ID card) and department-approved shirts issued to volunteers.

2.23.9 VEHICLE USAGE

LMPD volunteers may, on occasion, be given permission to operate a LMPD vehicle upon meeting all of the mandates set forth in SOP 4.14. All volunteers must have a valid operator's license in their possession while operating any departmental vehicle.

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2.23.10 VOLUNTEER RECOGNITION

Members are encouraged to recognize outstanding performance and service by civilian police volunteers. This not only boosts morale and future performance, but it also encourages more individuals to volunteer. In order to recognize volunteer service and performance, members should contact a ranking member of a particular detail or the Volunteer Coordinator in the Community Engagement Unit. Daily recognition of volunteers should be given through positive feedback or a simple "thank you."

2.23.11 REQUESTING A VOLUNTEER

When requesting a civilian police volunteer, members will complete a Volunteer Request form (LMPD #08-0010). The request must be submitted a minimum of two (2) weeks prior to the assignment. The completed request form should be sent to the Volunteer Coordinator.

2.23.12 CITIZENS POLICE ACADEMIES (CPA)

The purpose of the CPA is to educate the public about police services delivered by the LMPD in order to foster understanding and community support for the department. The LMPD provides a comprehensive training program that gives participants an overview of the various divisions/sections/units and functions of the department. The sessions are offered several times throughout the year.

In addition, the LMPD periodically offers the following CPAs:

- Latino CPA
- International CPA
- Deaf and Hard of Hearing CPA
- Women's CPA
- College CPA
- Senior Citizens' CPA

2.23.13 YOUTH ACTIVITIES

All youth activities will be supervised only by employees or adult volunteers. Youth helpers will not be substituted for employees or adult volunteers. Additionally, all locations conducting youth activities will designate an employee to monitor all activities at the location and provide additional supervision, as needed.

The three (3) R's of youth protection convey a simple message for the personal awareness of our youth:

- **Recognize** what is improper behavior.
- **Respond** when someone is doing something that is unlawful pursuant to Kentucky Revised Statute (KRS) 620.030 and Louisville Metro Code of Ordinances (LMCO) 35.200.
- **Report** abuse as required by KRS 620.030 and LMCO 35.200.

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2.23.13 YOUTH ACTIVITIES (CONTINUED)

Only those adults who have been previously authorized, in writing, by the parent or guardian of a youth will be allowed to sign them out from an activity. The employee or adult volunteer who is responsible for releasing a youth from an activity will do so only after photo identification has been presented to verify that an adult is authorized to sign them out. Youths will not be released to an unauthorized person or to an individual whose identity cannot be verified. Employees, adult volunteers, youth helpers, or participants will not take a youth home or to another location unless they have been authorized to do so, in writing, by the youth's parent or guardian.

Any participating volunteer who may be responsible for transporting youth participants by vehicle must undergo a background check. Volunteers will avoid any one-on-one transportation of youth participants.

Pursuant to KRS 620.030 and LMCO 35.200, employees, adult volunteers, and youth helpers will report any suspected abuse of a youth to the Kentucky Cabinet for Health and Family Services (CHFS), using one (1) of the following methods:

- If the situation is a life-threatening emergency, call 911 immediately.
- If the situation is not a life-threatening emergency, report it via the online reporting system at <https://prd.webapps.chfs.ky.gov/reportabuse> or the Child Abuse Hotline at (877) 597-2331.

Additionally, employees of the LMPD will also report the suspected abuse to the Public Integrity Unit (PIU), the Chief of Police, and any one (1) of the following:

- The Office of the Commonwealth's Attorney
- The Jefferson County Attorney's Office
- The Kentucky State Police (KSP)

Any failure to report suspected abuse will be subject to discipline, up to and including termination (refer to SOP 5.1).

There will be no retaliation for good faith complaints or reports, participation in an investigation, or providing information relating to an alleged violation of this policy or Louisville Metro Government Personnel Policies. Employees are protected even if the allegations are mistaken or unsubstantiated, as long as the employee reasonably believes the reported conduct constitutes a violation of this policy.

Any employee, adult volunteer, or youth helper who is accused of abuse of a youth will immediately be suspended from the program and prohibited from contact with youths and involvement in youth activities or programs, pending an investigation.

2.23.14 INTERNSHIP PROGRAM

The LMPD, in partnership with local colleges and universities, provides an internship program for students who are majoring in criminal justice areas. All requests for participation in the program should be sent to the Administrative Bureau Adjutant Lieutenant. Internships are normally for one (1) semester and the participants are awarded course credit for their participation in the program. The Administrative Bureau Adjutant Lieutenant

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2.23.14 INTERNSHIP PROGRAM (CONTINUED)

is responsible for informing Police HR of the names of the interns, the start and end dates of the internship, and the assignment location. The Administrative Bureau Adjutant Lieutenant will provide the interns with the proper Louisville Metro forms to complete.