

KANSAS CITY, MO. POLICE DEPARTMENT <b>PERSONNEL POLICY</b>	DATE OF ISSUE <b>3-10-03</b>	EFFECTIVE DATE <b>3-25-03</b>	NO. <b>242-2</b>
SUBJECT <b>Policy Series 200: Employment Guidelines 242- Auxiliary Service Volunteer Program</b>		AMENDS	
REFERENCE	RESCINDS Policy 242-1		

## **I. INTRODUCTION**

The Auxiliary Service Volunteer Program is a volunteer 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 an average of sixteen hours per month to the department for duty assignments.
  2. Must be at least seventeen years of age.
  3. Must notify their commander/supervisor when they discontinue their participation in the program.
- B. An identification card that will be worn during their hours of assignment will be issued to all volunteers.
- 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 Policy 818, and the volunteer will be eligible for Worker's Compensation as stated in Policy 1005. 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, 1125 Locust, Police Headquarters.
- B. To request an Auxiliary Service Volunteer, commanders and supervisors who have tasks which could be performed by a volunteer shall 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.

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.

- C. 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).

Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this 10<sup>th</sup> day of  
March, 2003.

Stacey Daniels-Young  
President