

KANSAS CITY MISSOURI POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 3/3/2021	EFFECTIVE DATE 3/3/2021	NO. 242-5
SUBJECT Policy Series 200: Employment Guidelines 242- Auxiliary Service Volunteer Program	AMENDS		
REFERENCE DM 14-10	RESCINDS PPBM 242-4		

I. INTRODUCTION

The Auxiliary Service Volunteer Program is designed to increase community involvement with the department. This program offers volunteers an opportunity to assist the department for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered. Volunteers are appointed based upon the unique knowledge, skills and abilities of the individual volunteer, but will perform only those duties normally assigned to a non-sworn member.

II. POLICY

A. Auxiliary Service Volunteers (Volunteers)

1. Are not required to live within the city limits of Kansas City, Missouri.
- *2. Must agree to donate time on a regular basis to remain an active auxiliary service volunteer. The minimum hours of service required to remain active will be determined by the Commander of Human Resources.
- *3. Must be at least eighteen (18) years of age.
4. Must successfully complete a background investigation.
5. Must meet the minimum eligibility requirements for the position assigned.
6. Must respond to the Personnel Records Section prior to reporting to their assigned element to complete paperwork and to receive a department-issued identification card that must be worn during all hours of assignment.
7. Must maintain possession of any department-issued building access card and/or keys at all times.
8. Must comply with any department required orientation process.
9. Must complete the separation process at the conclusion of their volunteer services.

- *10. Are required to read only the directives that are shaded on Form 5449 P.D. entitled, "New Employee, Auxiliary AND Independent Contractor Orientation Checklist."
 - *11. Will not be required to log into the Policy Acknowledgement System (PASS) and electronically sign each policy.
- B. The supervisor/commander of the element/watch to which a volunteer is assigned will:
- 1. Be responsible for all administrative matters pertaining to the volunteer, including, but not limited to scheduling a volunteer's hours.
 - 2. Ensure that the volunteer's hours of service are entered in the Automated Timekeeping System.
- *3. Ensure that Form 5449 P.D. titled, "New Employee, Auxiliary and Independent Contractor Orientation Checklist" is signed and forwarded through the chain of command to the bureau commander.
- *C The bureau commander will review and forward the signed form, Form 5449 P.D. titled, "New Employee, Auxiliary and Independent Contractor Orientation Checklist" to the Personnel Records Section to be placed in the member's personnel jacket.
- D. The division commander will be responsible for initiating action when the services of a volunteer are no longer needed. This includes contacting the Personnel Records Section to schedule the separation process.

III. PROCEDURE

- A. The Employment Section will:
- 1. Be responsible for the processing and appointment of interested volunteers who approach the department to serve in a volunteer capacity.
 - 2. Process the application of interested volunteers consistent with this policy.
 - 3. Determine an appropriate assignment for each volunteer, based upon the volunteer's knowledge, skills and experience as well as the needs of the Department.

4. Maintain a file of positions approved for the assignment of a volunteer.
- B. Supervisors or commanders of elements desiring the assistance of a volunteer may submit a memorandum through their chain of command indicating:
1. The duties to be assigned to the volunteer and the skill requirements necessary;
 2. The hours to be worked;
 3. The duration of the assignment, if applicable; and
 4. The commander/supervisor to whom the volunteer would report.
- *C. Upon approval by the bureau commander, the memorandum will be forwarded to the Human Resources Division for approval by the Commander of Human Resources.



Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this 16th day of February, 2021.



W. Don Wagner
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index - Internet
Department Master Index - Intranet
Policy Acknowledgement System (PASS)