

18.104 CIVILIAN VOLUNTEERS

Reference:

Procedure 19.105 – Sick/Injured With Pay And Special Leaves

Definitions:

Civilian Volunteer is a non-compensated individual who willingly offers services for a limited time, acting in a specific capacity. A volunteer with the Department has no salary, benefits, or labor rights of a city employee and serves “at the will” of the Police Chief.

Purpose:

To establish guidelines for processing civilian volunteer requests and injuries in an efficient and effective manner.

Policy:

Civilian volunteers must have the capacity to comprehend and retain training information, show decisiveness in dangerous situations, and maintain the primary goal of safety for all members.

All injuries to volunteers while volunteering their services will be properly reported to Risk Management through the chain-of-command.

Information:

The Department has several volunteer program opportunities available for citizens. Officers can contact the Community Liaison Unit and district Neighborhood Liaison Units for more information.

Procedure:

- A. Becoming a Citizen Volunteer
 1. Refer citizens who request information about volunteer opportunities with the Department to the Community Liaison Unit or any district Neighborhood Liaison Unit.
 2. Citizen volunteers must:
 - a. Complete the Form 580A, Cincinnati Police Volunteer Program Application, truthfully and accurately.
 - b. Participate in the program activities as requested by the volunteer program coordinator.
 - c. Follow the “rules of conduct” outlined in their respective volunteer program manual.
 - d. Adhere to the mission and values of the Cincinnati Police Department.

3. The Volunteer Program Coordinator will:
 - a. Review all applications for the volunteer positions.
 - b. Submit a copy of completed applications to the Recruitment and Background Squad, who will conduct a background investigation of the applicant.
 - 1) Upon completion of the background investigation, Recruitment and Background Squad will submit a Form 17 to the Chief requesting review and approval of qualified applicants.
 - c. Schedule applicants who have successfully completed the application process, met all standards of the background investigation, and been approved by the Police Chief for training at the Police Academy.
 - d. Upon completion of training, assign the citizen volunteers to their program.
 - e. Maintain a file on each volunteer which includes the application and documentation of all hours worked by each volunteer.
 - f. Investigate and report all complaints involving volunteers to the Police Chief via Form 17. Include all information obtained and a recommendation on action to be taken.
- B. Volunteer Personnel Injured On Duty
 1. Volunteer personnel injured on duty will be provided with an employee injury packet, which will be completed at the initial care facility.
 2. When a volunteer is injured, a district/section/unit supervisor will complete a Form 91SP, Supervisory Investigation of Employee Injury Report.
 - a. The Form 91SP will contain the volunteer's social security number, home address and Department issued identification number, if applicable.
 - b. Fax a copy of the Form 91SP to the Risk Management Office and Volunteer Program Coordinator.
 - c. Forward the original Form 91SP to the Police Chief through the chain-of-command.
 3. Complete a Form 91SP even if the volunteer refuses treatment for a non-visible injury.