



MIDDLETON POLICE DEPARTMENT

DATE
March 14, 2013

POLICY
2.8.01

SUBJECT: **Auxiliary and Reserve Personnel**

REVIEWED
December 7, 2017

Refer to: [968.07\(2\)](#); [946.40](#); [893.80\(1b\)](#); [323.02\(6\)](#); [323.40\(3\)](#); [323.41\(3\)](#); [59.28](#); [VIPS Manual](#)

History: 1995, Updated 2/03, 5/07, 3/13, 12/14, 04/16

[WILEAG \(5th Ed.\) Standards: 2.8.1](#) (2.8.1.1; 2.8.1.2; 2.8.1.3; 2.8.1.4; 2.8.1.5)

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PURPOSE

The purpose of this policy is to describe the duties, responsibilities, authority, discretion, supervision and training of auxiliary personnel.

POLICY

It is the policy of the Middleton Police Department to utilize qualified volunteers for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn and civilian personnel.

DEFINITIONS

Auxiliary Personnel are non-sworn personnel, uniformed or non-uniformed, who support the operational policing mission of the department, and includes Volunteers in Police Service (VIPS) and Interns.

Volunteer means a person who provides authorized services or performs authorized duties for and with the express or implied consent of the department, subject to the right of control by the department, without being paid a fee, salary, or other compensation, except for the reimbursement of expenses ([893.80\(1b\)](#)).

Disaster means a severe or prolonged, natural or human-caused, occurrence that threatens or negatively impacts life, health, property, infrastructure, the environment, the security of this state or a portion of this state, or critical systems, including computer, telecommunications, or agricultural systems ([323.02\(6\)](#)).

VOLUNTEERS IN POLICE SERVICE (VIPS)

The Middleton Police Volunteers' in Police Service (VIPS) is comprised of community members who volunteer their time to support the operational mission of the department. They are a resource in emergencies, and for special events and related assignments. VIPS are not designed to replace sworn or civilian personnel. Rather, volunteers are used to supplement and enhance existing or envisioned functions to allow law enforcement professionals to do their job in the most effective manner. VIPS can provide innumerable benefits to a law enforcement agency. They can help enhance public safety and services, maximize existing resources, and create valuable ties between law enforcement and members of the community.

VIPS are an important part of our organization and have proven to be valuable assets. VIPS help to increase police responsiveness, service delivery, and information input, and they provide new program opportunities. In addition, VIPS can bring new skills and expertise to the assignment and prompt new enthusiasm.

Administration

1. The volunteer coordinator, or his or her designee, shall be responsible for the following:
 - a. Recruiting, selecting, and training qualified volunteers for various positions
 - b. Maintaining employment records for each volunteer
 - c. Maintaining the volunteer handbook, which outlines expectations, policies, and responsibilities for all volunteers

- d. Maintaining a record of volunteer schedules and work hours
 - e. Completion and dissemination as appropriate of all necessary paperwork and information
 - f. Planning periodic recognition events
 - g. Administering discipline when warranted
2. All requests for volunteers shall be routed through the designated chain of command for review and volunteer selection.

Recruitment

Volunteers shall be recruited on a continuous and ongoing basis consistent with this department's policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process shall be an interest in and an ability to assist the agency in serving the public.

Screening

1. All prospective volunteers shall complete the volunteer application form. All past graduates (Alumni) of the Middleton Police Citizens' Academy are exempt from the screening process and already meet volunteer qualifications. (Past CA graduates will still need to sign volunteer agreements, liability waivers and release of information forms for a background check.)
2. The volunteer coordinator, or designee, shall conduct a face-to-face interview with an applicant under consideration.
3. A documented background investigation shall be completed on each volunteer applicant and shall include but not necessarily be limited to the following:
 - a. Traffic and criminal record
 - b. Employment

Selection and Placement

1. Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
2. All volunteers shall receive a copy of the volunteer handbook.
3. All volunteers shall be required to sign a volunteer agreement.
4. Volunteers shall be placed only in volunteer assignments or programs that are consistent with their knowledge, skills, abilities, and the needs of the agency.

Position Description

1. Duties of volunteers include, but are not limited to, traffic and parking control, community policing initiatives, crime prevention initiatives, community events, data entry, and support during times of disaster or emergency. Volunteers shall perform only the duties they have been assigned and trained for.
2. Volunteers are non-sworn and do not possess the powers or enjoy the privileges conferred upon sworn officers. Citizens may aid a police officer as directed.

Training

1. The volunteer coordinator is responsible for providing or arranging for the training of volunteers.
2. Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, safety procedures, expectations, and how to interact with the public.
3. Volunteers will be trained for those duties that they are authorized and assigned to perform.
4. Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.
5. Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or volunteer coordinator.
6. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn officers or other full-time members of the department. They shall always represent themselves as volunteers.
7. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the department.

Fitness for Duty

1. No volunteer shall report for assignment or be volunteering when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.
2. Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:
 - a. Driver's license
 - b. Medical condition
 - c. Arrests
 - d. Criminal investigations

Dress Code

1. Volunteers shall conform to department-approved dress consistent with their volunteer assignment.
2. Uniforms authorized for volunteers shall be readily distinguishable from those worn by sworn officers.
3. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty.
4. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service.

Confidentiality

1. With appropriate security clearance, volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all police information shall be considered confidential. Only that

information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

2. Each volunteer shall sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal.
3. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency in such matters without permission from the proper agency personnel.

Liability Protections

Volunteers that are defined as “auxiliary personnel” civilians affiliated with the Middleton Police Department acting in a non-sworn capacity and as such are indemnified when acting under the authority of the Department within this policy.

Volunteers’ Medical and Accidental Death and Dismemberment Insurance is provided.

During a disaster, an imminent threat of a disaster, or a related training exercise, a volunteer who registers in writing with the City’s Emergency Management Program is considered an employee of the City for purposes of worker’s compensation ([323.40\(3\)](#)) and any claim relating to the labor provided ([323.41\(3\)](#)). VIPS and Police Interns are considered registered in writing with the City’s Emergency Management Program.

Property and Equipment

1. Volunteers shall be issued an identification card that must be worn at all times while on assignment.
2. Any fixed and portable equipment issued by the agency shall be for official and authorized use only.
3. Any property or equipment issued to a volunteer shall remain the property of the agency and shall be returned at the termination of service.

Disciplinary Procedures/Termination

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or his designee. Termination of volunteers shall not be subject to due process considerations and volunteers shall have no property interests in their continued employment.

Evaluation

An evaluation of the overall volunteer program shall be conducted on an annual basis.

POLICE INTERNSHIP PROGRAM

Purpose

From time to time, institutions of higher learning which offer degrees in Criminal Justice, Police Administrations or other related areas seek to temporarily place their students with the department for the purpose of giving them working experience designed to complement their academic program. It is recognized that an experience of this type better prepares a student to enter a law enforcement career. The purpose of this policy is to establish a Middleton Police Department Internship Program that will allow selected college students to:

1. Experience and observe the day-to-day operations and functions of the Middleton Police Department.
2. Provide an opportunity for interns to learn and observe general law enforcement methods and assess the police profession first hand.
3. Provide constructive evaluation as to suitability and aptitude for police work.
4. To support the department and its employees in the performance of certain authorized functions.

Policy

To foster future law enforcement professionals, the department will participate in internship programs to the extent feasible.

Procedure

1. To be eligible to participate in the Middleton Police Department Internship Program, the student must be at least 18 years old, enrolled in an accredited college or university, sanctioned by their university or college, and meet applicable LESB employment standards (age, education, citizenship excepted).
2. A department Supervisor is responsible for liaison with colleges and universities, screening and selecting interns, intern scheduling and assignments, and general supervision of the program, interns, and the employees assigned.
3. Employees assigned to interns are responsible for their orientation, direct supervision, training for any assigned task, facilitating the achievement of school and department assignments, liaison with the Supervisor assigned the collateral duty of the internship program and school officials, and evaluation of the intern.
4. **Application Process**
 - a. Prospective student interns will submit a resume and intern application.
 - b. The department Supervisor managing the internship program or his/her designee will review the application and determine if the applicant meets minimum qualifications.
 - c. The applicant must successfully pass an application and background check performed by the Middleton Police Department.
 - d. An oral interview(s) will be conducted by the Supervisor overseeing the internship program.

5. Waiver

- a. Interns shall execute a waiver of liability accepting full responsibility for injury or other claims resulting from the internship. Volunteers that are defined as “auxiliary personnel” civilians affiliated with the Middleton Police Department acting in a non-sworn capacity and as such are indemnified when acting under the authority of the Department within this policy. During a disaster, an imminent threat of a disaster, or a related training exercise, a volunteer who registers in writing with the City’s Emergency Management Program is considered an employee of the City for purposes of worker’s compensation ([323.40\(3\)](#)) and any claim relating to the labor provided ([323.41\(3\)](#)). VIPS and Police Interns are considered registered in writing with the City’s Emergency Management Program.

6. Guidelines

- a. Police Interns shall be subject to all departmental rules, regulations, policies and procedures and shall work under the supervision and direction of a permanent department employee at all times.
- b. Interns shall report for duty as assigned and will generally be subject to the same working conditions as sworn officers.
- c. During each work period, interns will be assigned to a supervising employee who will be responsible for training, supervision and control of the intern.
- d. Interns are to observe and perform only those tasks that they are trained, authorized, and assigned to do. Interns are non-sworn and do not possess the powers or enjoy the privileges conferred upon sworn officers. Citizens may aid a police officer as directed. Police Interns shall assist officers as requested or directed, but should not exercise the power of arrest except under extreme situations and then only when specifically directed to do so by a sworn officer. Interns shall not be armed except under extreme emergency situations. A written report shall be submitted to the Chief of Police by the supervising officer if it is necessary to arm an intern. Interns are encouraged to participate in departmental firearms training.
- e. Uniforms authorized for interns shall be readily distinguishable from those worn by sworn officers. Equipment, uniforms and insignia worn by interns will be issued by the department and remain the property of the department, and shall be returned upon termination of service. The intern shall be responsible for care and maintenance of uniform items. A City Identification Card identifying the "intern" shall be worn whenever the intern is on duty or in the department. No intern shall wear his or her identification card, uniform or identifiable parts of that uniform while off duty.
- f. A violation of any of these guidelines or other departmental rule is grounds for the supervising employee to remove an intern from duty status, for the program supervisor to suspend the intern, and for the Chief of Police to terminate the internship.
- g. Interns shall be responsible for completing any special requirements which may be imposed by an academic institution.

7. Evaluation

An evaluation will be completed at the end of the internship by supervising employees.

8. Records

A standard service record file shall be created for each intern at the beginning of the internship, and converted to a retained personnel file when the internship is completed.