

## GUIDELINES

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### PURPOSE:

To specify procedures, rules, and regulations that will guide the overall operation of the Douglas County Sheriff's Volunteer Program.

### POLICY:

Volunteers provide valuable and necessary additional services to the Douglas County Sheriff's Office on a daily basis through the Volunteer Program. In order to maximize the productivity of this program, the following procedures and regulations are established.

### ELIGIBILITY:

Volunteers must be at least eighteen (18) years of age (with the exception of Explorer Search and Rescue which can start at age 14), be able to perform at least 4 hours of volunteer service per week, and pass a background check.

### APPLICATION:

Volunteer applicants must complete an application/background questionnaire and submit it to the Volunteer Coordinator.

- Background investigations will be conducted on each of the volunteer applicants.
- The Volunteer Coordinator and/or the supervisor for whom the volunteer will be working may interview volunteer applicants.

### ASSIGNMENTS:

Volunteers are not expected to work on days that have been designated as holidays by Douglas County.

- An area for parking and/or permits will be provided for volunteers as necessary.
- Those volunteers who wish to terminate their status are requested to provide written notification to the Volunteer Coordinator at least (14) days prior to the effective date.
- A copy of the notification should be directed to the volunteer's immediate supervisor. The volunteer's identification badge and parking permit (if applicable) shall be turned in to the Volunteer Coordinator.

## CONDUCT IN PERFORMING:

All organizations have guidelines they follow to provide for orders and management. A volunteer's work for the Douglas County Sheriff's Office entails the same responsibilities as required of all Douglas County Sheriff's Office Employees.

- Volunteers will conduct themselves in a manner that brings respect to themselves and to the Sheriff's Office. Volunteers will perform their duties in an impartial manner consistent with the Sheriff's Office policy.
- Volunteers shall treat all information that they receive from reports, officers, or victims as confidential.
- Volunteers shall not use their association with the Douglas County Sheriff's Office to seek favors for themselves or others.
- Volunteers shall not discuss any aspect of a crime or an investigation with any person unless directed to do so by their immediate supervisor. People seeking information or advice on a criminal case shall be referred to the investigating deputy or supervisor.
- Volunteers are expected to dress in compliance with other Douglas County Sheriff's Office employees and their guidelines or as required by their supervisor.

## DISMISSAL:

Volunteers, like all Douglas County Sheriff's Office employees, are subject to dismissal for failure to follow the guidelines for behavior set forth by the department.

- Volunteers are subject to removal from the program at the discretion of the Sheriff, the Volunteer Coordinator, and/or their direct supervisor.
- Reasons for removal include, but are not limited to, the following criminal violations of the law:
  - Committing a felony or misdemeanor.
  - Reporting for service in an intoxicated state or possession of intoxicants on the job.
  - Improperly releasing confidential information.
  - Failure to report for service assignment without a justifiable cause
  - Misconduct (to include profane or abusive language).
- Upon dismissal, the volunteer's identification and parking permit (if applicable) shall be given to the volunteer's supervisor and then forwarded to the Volunteer Coordinator.