

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 08/05/02	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 02/20/20
<b>Chief of Police:</b> 	Civilian Personnel, 16.5	
<b>Cross Reference:</b> City of Elgin Personnel Manual Uniform and Appearance Guidelines Manual		<b>Policy Sections:</b> 16.5.1 Civilian Personnel

## **PURPOSE**

The purpose of this policy is to establish guidelines for the use of civilian personnel.

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to utilize civilian personnel in a manner most efficient to the department and the community.

## **PROCEDURES**

### **16.5.1 CIVILIAN PERSONNEL**

- A. The department shall employ non-sworn employees in various positions to assist the police department in providing services to the community.
- B. Civilians are required to abide by all applicable Rules & Regulations, Standard Operating Procedures, City of Elgin Personnel Manual, and applicable contractual agreements.
- C. Uniforms may be provided to civilian employees as outlined in the Uniform and Appearance Guidelines Manual.
- D. Interns and Volunteers
  1. The department utilizes interns and citizen volunteers to assist in providing various services to the community.
  2. Interns apply for the position through the training officer or the victim services coordinator. Upon approval of the intern, the respective employee coordinates and monitors the work performance of the intern.
  3. Volunteers are generally associated with the Community Relations/Crime Prevention Unit through community programs such as the Citizens Police Academy Alumni Association and the CERT group.
    - a. Employees assigned to this unit facilitate the scheduling of volunteers and when needed, may assign another employee to monitor the volunteer during the performance of department related functions.
    - b. Requests to utilize a volunteer that is not associated with the Community Relations/Crime Prevention Unit shall be approved within the requesting employee's chain of command.
  4. Interns and volunteers may be involved in a variety of clerical and support functions. Because such persons may be exposed to matters considered confidential, they may be required to sign a confidentiality agreement upon being approved for participation as an intern or volunteer.

5. A background investigation shall be performed on all interns and volunteers prior to starting.
6. Interns and volunteers shall not be financially compensated for their services.