

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 524-S

REFERENCE STANDARDS: 45.3.1 45.3.2 45.3.3

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SUBJECT: Community Emergency Response Team (CERT) Volunteers

POLICY: In order to provide the best service to the community at the lowest possible cost, it is the policy of the Department to use volunteers wherever possible. Volunteers are non-sworn, uniformed, non-salaried members of the Department who have no law enforcement authority. (45.3.1a) Volunteer uniforms will clearly distinguish them from sworn officers. (45.3.3) The volunteers must be able to maintain confidentiality, work with a minimum of supervision and in general be trustworthy. Volunteers may serve as Community Emergency Response Team (CERT) members. (45.3.1b)

The Department will provide basic CERT training and supervision to volunteers. They may also assist with emergency situations, community events, traffic and crowd control, disaster preparedness, and other projects or activities deemed appropriate for their skills. (45.3.1b) (45.3.2)

PURPOSE: The purpose of this Policy and Procedure is to ensure that all people selected to serve as CERT volunteers are considered for that opportunity on the basis of skills and qualification. In no event does the Hanover Park Police Department discriminate on the basis of gender, race, national origin, age or economic status.

## I. ADMINISTRATION

A. The Deputy Chief of Support Services or his designee will supervise the volunteers assigned to the Community Emergency Response Team (CERT). Supervisory responsibilities will include:

1. Assigning duties as appropriate.
2. Providing opportunities for in-service training. (45.3.2)
3. Overseeing the volunteer's performance while performing as a Department volunteer.

B. The Deputy Chief of Support Services, or his designee:

1. Will be the designated person to carry out this policy and procedure.
2. Will keep the Chief of Police apprised of the status of the volunteer.

## II. PERMISSION FOR BACKGROUND INVESTIGATION

- A. Prior to participating in this program, if 18 years of age or older, must execute an authorization to conduct a background investigation.
  - 1. Copies of the authorization will be retained by the Deputy Chief of Support Services).
- B. A background investigation shall be conducted for each volunteer by the Support Services Division. The Sergeant of Support Services will submit a final report concerning this investigation to the Deputy Chief of Support Services.

## III. GUIDELINES FOR SUPERVISING VOLUNTEERS

- A. Emergency/Exigent Circumstances:
  - 1. If the person supervising the volunteer determines the volunteer to be unfit to work, the volunteer may be sent home. This action should be reported to the Deputy Chief of Support Services in writing if it occurs.
  - 2. If there is an emergency situation in which the volunteer may be perceived to be in the way or in danger, the volunteer's supervisor may reassign the volunteer to another area to work or send the volunteer home if no available assignment is apparent. The Deputy Chief of Support Services should be notified in this event.
  - 3. If, for any reason, the volunteer's supervisor deems it necessary to send the volunteer home, he/she shall inform the Deputy Chief of Support Services in writing of the situation and the reason for doing so.

## IV. GENERAL RULES FOR VOLUNTEER CONDUCT

- A. Volunteers will be provided with a copy of this policy which they are to review and retain for any future reference.
- B. Volunteers must complete the designated volunteer application. This paperwork must be complete and accurate.
- C. The volunteer must present a neat appearance.
- D. Absolutely no weapons will be permitted.
- E. The volunteer agrees to obey all instructions from the officer/employee that he or she is assigned to work with.
- F. The volunteer shall sign in and out for any volunteer activity.

- G. The volunteer agrees to maintain in confidence, any information learned during this volunteer assignment. This means the volunteer may not divulge information about the activity or operations of the police department. The volunteer may not reveal specific information about any matters being handled by the department either civil or criminal in nature. He/she may not reveal the identity of individuals coming into contact with the Department.
- H. The volunteer agrees to carry their volunteer identification card always when working with the police as a volunteer.
- I. The volunteer may be dismissed or suspended if his/her personal conduct brings disrepute on the Police Department or in any way compromises the volunteer's ability to maintain confidentiality. Any arrest for any violation, excluding minor traffic or ordinance, is grounds for dismissal from the program.
- J. The volunteer's performance will be evaluated from time to time to ensure that the volunteer continues to meet standards.