A. Policy

The Police Department shall actively recruit volunteers and participate in a volunteer program. Volunteers are identified as a valuable community resource and shall be used within the department to provide more efficient service to the community. Volunteers serve in a non-sworn capacity. They may be assigned to law enforcement related duties including community service functions, day-to-day operations, special events and emergency support functions.

B. Procedure

1. The volunteer program shall be coordinated and administered by the Volunteer Coordinator. The coordinator will be responsible for the recruitment and selection as well as insuring regular and consistent training for the Volunteer Support Team and other department volunteers as designated.

2. The department shall recruit volunteers through community presentations, informational pamphlets and other sources. The Volunteer Coordinator will facilitate the application process for prospective volunteers. The application process will include an interview, background investigation, and a polygraph.

3. All volunteers shall be fingerprinted and photographed by the Criminalistics Unit.

4. Each volunteer shall be issued a photo-identification card. The identification card shall have the volunteer’s name and signature. The identification card shall be worn by volunteers at all times, while in the Public Safety Center or while performing volunteer work for the Police Department.

5. At the end of each month, the volunteer shall complete a time card supplied by the Volunteer Coordinator. The completed card shall be returned to the Volunteer Coordinator for tracking purposes. The Volunteer Coordinator will also track training provided to volunteers.

6. The Volunteer Coordinator will maintain an updated list of volunteers available to the Police Department. The list will be updated regularly based on volunteer resignations, or terminations based on performance issues.

7. Department personnel shall be responsible for identifying tasks that could be completed by volunteers. Once a task has been identified and the use of a volunteer approved by a supervisor, the employee shall contact the Volunteer Coordinator, who shall attempt to locate a suitable volunteer.
8. The division utilizing volunteers shall have the responsibility of providing a workspace for the volunteers, providing supplies as required, and making the volunteers feel welcome and their efforts appreciated.

9602 VOLUNTEER SUPPORT TEAM

A. Policy

The Volunteer Support Team (VST) serves the people of the City by becoming involved in non-hazardous Community Oriented Problem Solving (COPS) projects, which prevents crime and assists in apprehending law violators.

The VST is comprised of citizens of the City of Lakewood. Members are selected from the alumni of the citizen police academy. The ability to work effectively with others in rigid, quasi-military operations is very important and is expected from all participants.

B. Procedure

1. The VST is the responsibility of the sworn supervisor. The Volunteer Coordinator is responsible for the training of all VST members and is the contact person for Citizen Police Academy volunteers.

Requests for assistance from the VST Program shall be directed to the Volunteer Coordinator. Requests may be made in person, in writing or by telephone. Requests are subject to approval by the Volunteer Coordinator.

When requesting VST assistance, the following information shall accompany the request:

a. Location of surveillance.

b. Object of surveillance; person or certain criminal activity.

c. Days surveillance requested.

d. Times surveillance requested.

e. Duration of surveillance.

f. Additional specific information that is available.

g. Additional follow-up as necessary.

Assigned VST members will ensure that the Sector Commander is informed of the surveillance; location, duration, vehicles, personnel and other specific details. The Communication Section will also be notified of the same information prior to starting surveillance. The Communication Section also shall be notified by a VST member when the operation is concluded and all VST personnel are accounted for.
The Volunteer Support Team also conducts extra patrol requests based upon an extra patrol information sheet maintained by the senior north sector sergeant. Requests for extra patrol should be forwarded to the Volunteer Coordinator.

2. During an operation, VST members will use radio designators from "Lincoln 71" through "Lincoln 79."

C. Rule

1. Prior to becoming a permanent member of the VST, each individual must complete a period of training and have been evaluated by the Volunteer Coordinator. Each prospective member shall have a background investigation done and successfully complete a polygraph examination.

2. A volunteer ID card shall be carried by a VST participant at all times during an operation.

3. When in the department or while working with the department, VST participants shall wear ID cards in plain view.

4. Whenever a member becomes an important witness to a crime and/or arrest, they will be included in the police reports.

5. VST members shall not carry weapons, which include guns, knives, batons, saps or taser; nor carry any other type of police equipment, including handcuffs, without the specific approval of the department. VST members who have been issued a concealed handgun permit shall not carry a concealed handgun during their volunteer activities. Any member observed with a firearm or any other weapon during the course of VST duties will be subject to dismissal. Chemical defense sprays may be carried if the volunteer has completed training in their use.

6. Alcoholic beverages shall not be allowed and any person that has been drinking within 8 hours prior to reporting for duty will not be allowed to participate and is subject to dismissal.

7. VST members must dress neatly and conservatively for a detail. Members not dressed properly for a detail will not be allowed to participate in the surveillance operation.

8. VST members shall not engage in confrontation, pursuit, or arrest of suspects. VST members should never be exposed to direct confrontation with suspects.

9. VST operations shall not be discussed with persons who are not involved. Information learned through VST operations shall be confidential and not disclosed to unauthorized persons.
10. VST members shall use a city-owned vehicle for transport and related operations unless the Volunteer Coordinator specifically authorizes the use of a non-departmental vehicle.

11. While on assignment, VST members shall be paired up with another VST member, unless specifically authorized by the Volunteer Coordinator or Sector Commander.

9603 NEIGHBORHOOD WATCH PROGRAM

A. Policy

Neighborhood Watch shall be a program in which the Police Department works together with the community to reduce and deter crime within neighborhoods. The program recognizes the widely accepted concept that a more positive impact on crime can be realized when police and citizens team up toward a common goal.

B. Procedure

1. Requests from community members to participate in Neighborhood Watch may be referred to the Neighborhood Watch Coordinator.

2. The Neighborhood Watch Coordinator shall refer requests for the required community meeting to the coordinator of the Speaker’s Bureau for scheduling and assignment of a speaker, pending supervisory approval.

3. The employee who conducts the presentation at the agreed upon neighborhood location shall explain the requirements of the program to the citizens in attendance.

4. To qualify as a Neighborhood Watch group, at least 70 percent of the households within the proposed Neighborhood Watch area shall participate in and contribute personal information (i.e., name, address, telephone number) to a neighborhood list, which shall be developed by and distributed among members of the Neighborhood Watch area. Participation in Operation Identification is optional as determined by each individual participating in the Neighborhood Watch area.

5. Once the above information is completed and the Neighborhood Watch Coordinator is notified, Neighborhood Watch signs shall be ordered and placed within the watch area as soon as possible (usually within 45 days of requirements being met. The Neighborhood Watch Coordinator shall be responsible for placing a work order for the signs with the Traffic Engineering Division.

6. Neighborhood Watch areas, upon entry into the program, shall receive quarterly newsletters. Producing and issuing the newsletters shall be the responsibility of the Volunteer Coordinator.
7. The Volunteer Coordinator shall maintain the necessary Neighborhood Watch registration files.

8. The Volunteer Coordinator shall be responsible to ensure that the completed neighborhood watch participants’ operation identification registration stubs shall be entered into the CBI maintained operation identification computer program system.

9604 OPERATION IDENTIFICATION

A. Policy

"Operation Identification" shall be a program in which the Police department works together with the community to deter theft through the marking of valuables.

B. Procedure

1. Requests to participate in Operation Identification may be received by telephone or in person. When a request to participate is received, the person shall be referred to the Volunteer Coordinator.

2. The Volunteer Coordinator shall be responsible for maintaining the equipment and advising citizens on participation.

3. Electric engravers, inventory sheets and window stickers shall be accessible through the Volunteer Coordinator.

4. Citizens desiring to participate may pick up an engraver at the department on a 2-day loan.

5. The citizen shall be made aware of the use of the engraver to mark items with a CO for Colorado and the citizen’s driver’s license number or some other set of numbers identifiable to the individual, or in the case of a business, with the federal tax identification number.

6. The inventory sheets may be completed by the participant with only the registration information portion of the sheet returned to the department.

7. Window stickers to be placed near likely points of entrance shall be given to the participant upon return of the engraver and the registration portion of the inventory sheet.

8. Whenever an agent investigates a burglary or theft involving items or participants in the Operation Identification program, the agent so indicates in the crime report.