

GENERAL ORDER



DISTRICT OF COLUMBIA

Title		
Establishment of the Volunteer Corps		
Topic	Series	Number
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Rescinds:		
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I. BACKGROUND

The Volunteer Corps is hereby established pursuant to the provisions of the Volunteer Services Act of 1977, effective June 28, 1977 (D.C. Law 2-12; D.C. Official Code § 1-319.01) and regulations contained in Part I of Chapter 35 of the District Personnel Manual ("DPM"). The District of Columbia (D.C.) Government is committed to using volunteers whenever possible as established in D.C. Official Code § 1-319.01.

The purpose of this General Order is to establish the policies and procedures for implementation of the Volunteer Corps within the Metropolitan Police Department (MPD). MPD may use the services of volunteers who are willing and able to donate their time and services to the Department.

II. POLICY

It is the policy of MPD to use the services of volunteers wherever possible to increase individuals' exposure to the operations of the Department and to benefit from the skills and abilities they may contribute. Volunteers serve as knowledgeable ambassadors to the communities they represent, thus strengthening the Department's relationships.

III. DEFINITIONS

When used in this directive, the following terms shall have the meanings designated:

1. Assignment – task or amount of work assigned to a member of the Volunteer Corps.
2. Volunteer Corps member – person who donates his or her services to a specific program or department of the District of Columbia Government, by his or her free choice and without payment for the services rendered. [35 DPM § 4000.1 (Utilization of Voluntary Services)]
3. Volunteer Services Coordinator – MPD employee assigned at the direction of the Director of the Office of Volunteer Coordination, tasked with coordinating the volunteer services for the Department.

IV. REGULATIONS

- A. Volunteer Corps members are subject to the District Personnel Manual (DPM), Chapter 35 (Voluntary Services), § 4000 *et seq.* (Utilization of Voluntary Services), and, as such:
 1. May be used to perform any service or function that augments or supplements an existing function, service, or program staffed by members of the Department. [35 DPM § 4000.4(a)]
 2. May be used to perform any service or function that creates a community service capability that would not be available under existing programs or within the level of available resources. [35 DPM § 4000.4(b)]
 3. May be used to perform the duties of a regular employee during the temporary absence of the employee, on a temporary basis during periods of heavy workload, and to assist in relieving an existing backlog of work. [35 DPM § 4000.4(c) and (d)]
 4. Shall be subject to the standards of conduct prescribed for employees of the District of Columbia. [35 DPM § 4000.6]
 5. Shall not be eligible for any benefits, except as provided for in 35 DPM § 4000.9, normally accruing to employees of the District of Columbia, including health insurance, retirement, life insurance, leave, or the right to organize for collective bargaining purposes, unless such benefits are specifically provided by the laws of the District of Columbia.[35 DPM § 4000.8]
 6. Shall be eligible for compensation for work-related injuries to the extent authorized by Section 2301(a)(2) of D.C. Law 2-139 (D.C. Official

Code § 1-623.01 *et seq.*). [35 DPM § 4000.9; also D.C. Official Code § 1-632.06 (Express retention of certain District of Columbia laws)]

7. Shall have their services accepted, used, and discontinued by the Chief of Police, for any reason, at any time, without any right or process of appeal. [35 DPM § 4000.12 and § 4000.13]
 8. Shall not engage in political activities during the time voluntary services are being performed. [35 DPM § 4000.15]
 9. Must be mentally and physically capable of performing the duties assigned without unreasonable danger of harm or injury to themselves or another person. [35 DPM § 4000.17]
 10. Shall not have their offer of service unlawfully rejected on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, physical handicap, source of income, place of residence or business, or any other basis of unlawful discrimination under the laws of the District of Columbia. [35 DPM § 4000.20]
 11. Shall sign a statement, prior to engaging in voluntary services, that acknowledges that the Volunteer Corps member has been informed of the nature and scope of the voluntary services to be performed; has been informed of and understands all the provisions in Chapter 35 of the DPM and of this general order; and agrees to volunteer his or her services under the terms and conditions set forth in District Personnel Manual Chapter 35, D.C. Law 2-12 and this General Order. [35 DPM § 4000.25]
- B. Volunteer Corps members that do not complete the minimum of 10 hours of service average per month for any three months period within a 12 month calendar year shall be removed from the Volunteer Corps.
- C. Volunteer Corps members shall record all volunteer service hours following the protocols established by the Volunteer Services Coordinator.
- D. The Chief of Police shall, without limitation, have the authority to remove a Volunteer Corps member. Such determination shall not be subject to administrative review.
- E. Other Supplemental Programs

Members in the following volunteer programs shall be subject to the applicable provisions of this order:

1. Collegiate Internship Program; and
2. Senior volunteer programs (e.g., AARP sponsored).

V. PROCEDURES

A. Volunteer Corps Qualifications

To participate in the Volunteer Corps, applicants shall:

1. Be 18 years of age or older or at least 16 years old through a qualified program with parental consent (Attachment A), have a high school education or the equivalent, live within the D.C. Metropolitan Area, and have no criminal record, excluding minor traffic violations.
2. Have skills needed and identified by the Department, and be assigned work that they are capable of performing based upon training and experience.

NOTE: Some assignments may require the volunteer to meet certain job-specific prerequisites (e.g., Police Chaplain) as determined by the Chief of Police or his or her designee.

3. Be willing to work a minimum of two hours per scheduled day and no less than 10 hours per month.
4. Maintain a level of confidentiality in sensitive assignment areas, and abide by the rules and regulations required of all employees of the MPD.
5. Complete an online application (D.C. Form 2000) and submit it electronically.
 - a. All applications shall be carefully screened, and applicants shall be subject to a background investigation.
 - b. Applicants may be required to submit to a polygraph examination dependent upon the nature of their placement within the volunteer program.

B. Prior to Assignment

1. The Volunteer Services Coordinator shall, upon the satisfactory completion of an applicant's background investigation revealing no criminal record (excluding any minor traffic violations), notify the volunteer applicant to report to the Department for an interview prior to acceptance. Applicants who are not accepted into the program, for any reason, shall be notified.
2. Volunteers shall agree to conditions of work, and requirements for confidentiality, conflict of interest, and security appropriate to the duties for which they are engaged by signing a volunteer agreement form.

C. Volunteer Corps Assignments

1. Volunteer program placement options shall be identified and posted by the Volunteer Services Coordinator.
2. Volunteer Corps members may request a change of placement.
 - a. Volunteer Corps members wishing a change of placement shall request the change by writing to the Volunteer Services Coordinator.
 - b. Volunteer Corps members may request a change of placement for the following reasons:
 - (1) Program placement option with an availability.
 - (2) Change in circumstances related to availability or shift that cannot be accommodated in original placement.
 - (3) Supervisor requests that the volunteer be transferred to another placement.

D. Rules of Conduct

1. Volunteers who are selected to participate in the Volunteer Corps shall comply with the same ethical and legal standards required of employees of the MPD.
2. Volunteer Corps members shall have no police powers and shall under no circumstances conduct or represent themselves in a manner that would suggest that they have police powers.
3. Volunteer Corps members who are accepted for service in the program shall:
 - a. Perform only those duties authorized to be fulfilled by civilian employees of the Department or as authorized by the Chief of Police.
 - b. Undergo initial training and on-going annual training requirements as established by the Department.
 - c. Establish a work schedule in conjunction with their supervisor.
 - (1) Volunteer Corps members shall work for MPD a minimum of two hours per scheduled day and no less than 10 hours per month.

- (2) Volunteer Corps members may work up to 40 hours per week.
 - (3) Volunteer Corps members may work during any available shifts.
- d. Represent the MPD in their assigned duties and follow the same standard of conduct as employees of the Department in accordance with MPD and D.C. government policies and procedures including, but not limited to, GO-PER-201.26 (Duties, Responsibilities, and Conduct of Members of the Department) and Chapter 16 of the D.C. Personnel Regulations.
- e. Not engage in any political activity during working hours for the MPD.

NOTE: During non-working hours, volunteers are not subject to the prohibition on political activity that is applicable to all MPD employees.
- f. Immediately notify a supervisor if injured while performing an assigned task. Notification of injury must be made on the same day the injury occurred or as soon as possible thereafter.
- g. Notify a supervisor or the Volunteer Services Coordinator as soon as possible if they are unable to report to duty due to sickness or other causes.
- h. Comply with the provisions of GO-SPT-302.08 [Metropolitan Police Department Wide Area Network (MPDNet)].
- i. Not directly or indirectly communicate to any news media, person, or business any information concerning the operation of the Volunteer Corps or the MPD. Disclosure of any such information is prohibited.
- j. Not accept or retain a placement in any position likely to constitute a conflict of interest or give the appearance of such.
- k. Display a MPD-issued identification card (with photograph) which must be worn only when performing any activity or volunteer service related to the Metropolitan Police Department.
 - (1) Volunteers shall wear the identification card on a neck chain (i.e., lanyard) or securely attach their identification card to an outer garment so that it is visible at all times.

(2) Volunteers shall upon the request of building security personnel or other MPD members display their MPD-issued identification card.

I. Wear MPD authorized uniforms at all times while on duty. Additional identifying insignia or accessory clothing may be authorized by the Chief of Police.

E. Removal from the Volunteer Corps

1. Element Commanders or Directors, through the chain of command, may recommend the removal or transfer of a Volunteer Corps member to the Volunteer Service Coordinator.

2. The Volunteer Services Coordinator shall recommend Volunteer Corps member to the Director of the Office of Volunteer Coordination for removal from the Volunteer Corps, for:

a. Failing to meet the monthly service requirement in Part IV.B.

b. Receipt of a rating of lower than "Meets Expectations" in their annual MPD performance evaluation.

c. Engaging in conduct that warrants other than corrective action.

d. Recommendation of removal from element commander or director.

3. When a Volunteer Corps member is recommended for removal from the Volunteer Corps, the element commanding official shall immediately:

a. Relieve the Volunteer Corps member from voluntary service.

b. Obtain the Volunteer Corps member's MPD-issued identification card.

c. Prohibit the Volunteer Corps member from performing any voluntary service with the MPD pending the Chief of Police's decision.

F. Resignation from the Volunteer Corps

1. Volunteer Corps members may resign from the Volunteer Corps at any time.

2. Volunteer Corps members wishing to resign shall notify the Volunteer

Services Coordinator of such resignation, in writing, through their chain of command.

VI. ROLES AND RESPONSIBILITIES

- A. The Director of the Office of Volunteer Coordination shall select a Volunteer Services Coordinator.
- B. Volunteer Services Coordinator
 - 1. The Volunteer Services Coordinator shall be responsible for the daily administration of the Volunteer Corps.
 - 2. The Volunteer Services Coordinator shall ensure that Volunteer Corps members are assigned to a supervisor and are given fair and adequate supervision in accordance with all applicable rules and procedures of the D.C. Department of Human Resources.
 - 3. The Volunteer Services Coordinator shall ensure that Volunteer Corps members are not placed in assignments likely to constitute a conflict of interest or give the appearance of such.
 - 4. The Volunteer Services Coordinator or designee shall identify functions and services within the MPD which Volunteer Corps members may perform and for which adequate supervision is available.
 - 5. The Volunteer Services Coordinator or designee shall initiate recruiting efforts designed to encourage volunteer participation in the Volunteer Corps.
 - 6. The Volunteer Services Coordinator shall ensure that an appropriate background investigation, including reference review and criminal history checks, have been conducted for each volunteer applicant by the Recruiting Division, consistent with the security and sensitivity of the assignment to be filled.
 - 7. The Volunteer Services Coordinator or designee may interview applicants to determine their qualifications and shall refer applicants to properly designated supervisors for pre-selection interviews and placement decisions.
 - 8. The Volunteer Services Coordinator or designee shall develop an orientation program to be presented to new members of the Volunteer Corps.
 - a. The program shall be presented by qualified staff.

- b. The program may include a ride-along or other demonstrations of police activity.
 9. Once an applicant has been selected for an assignment within the MPD, the Volunteer Services Coordinator or designee may communicate directly with the designated supervisor, through the appropriate district or division official, with regard to the maintenance of records and general administrative responsibilities.
 10. The Volunteer Services Coordinator is authorized to develop such forms and guidelines that will facilitate the administration of the program consistent with MPD policies and procedures.
 11. The Volunteer Services Coordinator shall submit an annual report to the Chief of Police detailing the number of Volunteer Corps members and the number of hours worked during the preceding 12 months.
- C. The Director of the Recruiting Division, or his or her designee, shall provide appropriate support and assistance to the Volunteer Services Coordinator in carrying out the Volunteer Corps program's background and screening process.
- D. The Director of the Police Business Services Division, or his or her designee, shall issue identification cards to Volunteer Corps members at the direction of the Volunteer Services Coordinator following the selection and completion of background screening.
- E. Element commanders or directors shall:
1. Identify functions or services that might be performed by Volunteer Corps members in compliance with the Volunteer Services Act.
 2. Provide appropriate information to the Volunteer Services Coordinator or designee who will match assignments with available volunteers.
 3. Identify supervisors for the Volunteer Corps members.
- F. Supervisors shall:
1. Complete a Request for Volunteer Service Form, giving a brief statement of the duties to be performed by the volunteer to request a Volunteer Corps member. Once completed, this form shall be sent to their commander or director.
 - a. The brief statement shall only describe basic duties, so as to provide written documentation of the volunteer's assignment.
 - b. Supervisors shall not pattern such statements after an official

job description that would normally be used for grade and salary determinations.


2. Be responsible for assigning and controlling work that is to be performed by the volunteer and for monitoring the working hours of their assigned volunteer.
3. Be as liberal as possible in allowing the volunteer to schedule work hours that will not conflict with the volunteer's employment or other outside activities as long as sufficient supervision is available.
4. Provide annual, special, or periodic evaluation reports as requested by the Volunteer Services Coordinator.
5. Ensure volunteers are treated fairly and in conformance with accepted personnel policies of the Department and the District Government.

VII. CROSS REFERENCES

- A. GO-PER-201.26 (Duties, Responsibilities, and Conduct of Members of the Department)
- B. GO-SPT-302.08 (Metropolitan Police Department Wide Area Network [MPDNet])
- C. D. C. Official Code § 1-319.01 (Utilization by District government encouraged) through § 1-319.03 (Conflicts of interest; ineligibility for employee benefits)
- D. District of Columbia Personnel Manual, Chapter 35 (Voluntary Services) Section 4000 (Utilization of Voluntary Services)

VIII. ATTACHMENT

1. Attachment A: Parental Consent Form



Peter Newsham
Chief of Police

PN:KDO:MOC:JC:MBH

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Metropolitan Police Department



**MPD VOLUNTEER CORPS
Parental Consent Form**

Applicant's Full Name (Print)

Applicant's Signature

Date

I, _____, certify that I am the parent/ legal guardian of the minor applicant whose name appears above, and hereby give my consent for the minor to participate in volunteer programs administered by the District of Columbia (D.C.) Metropolitan Police Department (MPD) Volunteer Corps, from the date on the bottom of this consent form until such time the minor is no longer eligible to participate in the MPD Volunteer Corps or I revoke this consent in writing. I further certify that all of the information contained within the minor application is correct and true and that by enrolling my child in any MPD programs, I hereby give permission to MPD to photograph my child. It is my understanding that these photographs may be used by MPD to describe, promote, and publicize its programs. I agree to allow my child to participate in this project without financial remuneration, and I understand that this releases MPD and its partner organizations from any future claims, as well as from any liability, arising from the use of said photograph/interview. I consent for a background check to be conducted on my child to include a reference check and a Federal Bureau of Investigation (FBI) background check to include a fingerprint check. I understand that by enrolling my child in programs offered by MPD, I consent to provide my child's education records to MPD for the purpose of verifying my child's eligibility for this program. I understand that education records include first name, last name, date of birth, address, proof of enrollment status, and grade level. I further understand that MPD will use this information for no other purpose than to verify that my child is eligible for its programs based on age, enrollment status and residence in District of Columbia Metropolitan Area and will safeguard it against further disclosure.

Parent/Guardian Signature

Relationship to Applicant

Date

ATTENTION: You must submit a signed Parental Consent Form to MPD Volunteer Corps, 300 Indiana Avenue, NW, Room 5114 Washington, DC 20001. You may also send a scanned copy to mpd.volunteer@dc.gov. All applications by those under the age of eighteen (18) for any programs offered by MPD will be considered INCOMPLETE until this form is signed and submitted.

THIS SECTION FOR OFFICIAL USE ONLY

SIGNED PARENTAL CONSENT FORM RECEIVED BY:

Staff Name (Printed)

Staff Signature

Date