

<b>COOLIDGE POLICE DEPARTMENT</b>		
	<p><b>CHAPTER 16</b></p> <p><b>ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES</b></p> <p>CALEA Standard(s):</p>	<p><b>General Orders</b></p>
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### **16.1 Allocation of Personnel**

Agency personnel shall be allocated according to authorized staffing levels, budgetary requirements, workload, response times, geographical coverage, and service demands, as directed by the Chief. Allocation of personnel should be reviewed as necessary, but at least once per year in conjunction with the development and approval of the Department budget.

### **16.2 Specialized Positions**

Specialized positions within the agency (for example, detectives or canine handlers) may be subject to specialized training, application processes and assignment limitations. These requirements shall be developed with the assistance of City HR, shall be in writing and shall be available to all agency personnel.

### **16.3 Reserve Officer Program**

A. The Reserve Officer Program is administered by the Field Services Commander. Reserve officers are volunteer, fully AZPOST certified peace officers. Each reserve officer must complete (or have completed) a Field Training program and meet all required annual training and proficiency testing required of a certified peace officer. To maintain a position as a reserve officer, an officer must work a minimum of 192 hours each year (16 hours each month). Each reserve officer shall receive a performance evaluation at least once each year.

B. All appointments for the position of Reserve Police Officer shall be made by Police Chief. All Reserve Officers serve at the pleasure of the Chief; service as a Reserve Officer may be terminated at any time by the Police Chief, without notice or appeal.

C. Reserve officers are trained to perform the same duties as full-time police officers and are required to comply with all Department General Orders and policies, rules and procedures, except those that as written clearly apply only to paid employees.

D. All necessary and required supplies and types of equipment that are issued to paid officers shall be issued to reserve officers, shall remain the Department's property and shall be returned upon request of the Department or separation from the reserve officer program.

E. Reserve officers may work off-duty only with the approval of the Police Chief.

#### **16.4 Volunteer Program**

A. The Department accepts qualified unpaid non-sworn volunteers who wish to donate time and skills to assist the Department. Volunteers are not police officers and do not have law enforcement authority, but may serve in a variety of different capacities within the Department. The Volunteer program is administered by the Support Services Commander, who shall screen applications, arrange for backgrounds, approve applications and assign volunteers to a specific supervisor. Assignments range from clerical duties (data entry, filing reports, etc.) to tasks involving public contact, such as public fingerprinting, traffic point control, urban search, special events, etc.

B. Volunteers must be at least 18 years old, complete a volunteer application form and agree to and pass a background investigation. Those on parole or probation or who have felony or serious misdemeanor convictions are not eligible.

C. All orientation and basic training will be coordinated and scheduled by the supervisor to which the volunteer is assigned. A volunteer's training varies according to assignment. All training shall be completed by qualified instructors and shall be documented in the volunteer's file.

D. The Department shall provide the equipment needed by volunteers to perform their assigned tasks. Volunteers who need to be readily identifiable as associated with the Department (those doing traffic control, for example) will be provided with Department issued shirts to wear. All provided equipment and uniform shirts shall be surrendered upon request or separation from the program.

E. Volunteers may not operate Department vehicles without the necessary Arizona driver license, training and Department authorization. Any volunteer who is authorized to drive a Department vehicle shall have an MVD records check

performed annually by their supervisor; the records check shall be documented in the volunteer's file. Volunteers may not transport a passenger (other than another Department volunteer or Department employee) without prior approval of a supervisor and may not allow any unauthorized person to operate a Department vehicle. Volunteers will immediately report any traffic accident or other damage to department property to a supervisor. Volunteers may operate a Department radio, computer or other electronic device provided they have received the specific training, any needed certification, and authorization from a supervisor.

F. Any unauthorized use of any Department vehicle or equipment will be grounds for immediate termination from the volunteer program and the violator may be subject to criminal prosecution.

G. To remain active in the volunteer program, a volunteer must work a minimum of twenty hours in each quarter. Any volunteer may be removed from the program at any time, with or without cause and without appeal.

## **16.5 Chaplaincy Program**

A. The Chaplaincy Program provides a variety of ministerial duties for members of the Coolidge Police Department (CPD), and to the Coolidge Fire Department (CFD) and, their immediate family members, volunteer services, reserves, retired members and to the Community. Throughout this policy the term "Department" refers to the Coolidge Police Department and the Coolidge Fire Department.

B. The Coolidge Police Department shall maintain and direct the Chaplaincy program.

### **16.5.1 General Guidelines**

#### **A. Chaplain Qualifications**

- An ecclesiastically certified person in good standing and endorsed for the law enforcement chaplaincy by a recognized religious body.
- Theological training from an accredited seminary or religious institution.
- Unbiased understanding of all faiths and be acquainted with their Liturgies.
- Valid Arizona driver's license.
- Provide own transportation with appropriate vehicle insurance.
- Ability to climb stairs.

#### **B. Chaplain Selection Process**

- Application, background, and polygraph.
- Interview with Chief of Police or designee.
- Approval from the Chief of Police or designee.

### C. Chaplain Guidelines

- Provide members with spiritual guidance without regard to race, rank, sex, or religious affiliation.
- Identify specific religious preference and/or specific clergy person the affected Department member wants notified, and notify them.
- Maintain confidentiality of any contact except:
  - Serious violations of Department orders.
  - Violation of state or federal law.
  - A member is a clear danger to themselves or others.
- Compromising confidentiality will be considered a violation of Department policies. If a chaplain violates confidentiality, the chaplain is subject to removal from the Chaplain program.
- Ride- along with a patrol officer at least once a quarter. During the ride-along the Chaplain will adhere to the Coolidge Police Department's Citizen Observer General Order, 45.8 (B) 4 &5, and 45.8 (D) 1-6
- Be available for callouts.
- Report and identify services rendered to the Chaplain Coordinator.
- **Do not respond** to callouts if alcohol has been consumed or impaired by prescription/non-prescription drugs. Fatigue and/or illness will excuse the chaplain from being called out.

### D. Will not be utilized during any in-progress call that would jeopardize the safety and welfare of the chaplain.

### E. Chaplain Coordinator

1. The Chaplain Coordinator shall be appointed by the Chief of Police.
2. Duties
  - Provide leadership, supervision, direction, and coordination of the Chaplaincy Program.
  - Recruit and train new volunteer chaplains.
  - Maintain a list of all volunteer chaplains and conduct meetings.
  - Develop ways to improve the effectiveness of the Chaplaincy Program.
  - Coordinate scheduling at special events and public ceremonies.
  - Maintain records on volunteer hours of each Chaplain.
  - Provide a monthly Chaplaincy activity report to the Support Services Commander.

### F. Chaplain Services

1. Notification of Death or Serious Injury

- Assist with the notification of family members concerning the death or serious injury of a Department member or Community member.
  - Depending on the circumstances, respond to the scene or the hospital.
3. Funerals
- Upon request, officiate, assist or work with other members of the clergy for the funerals of Department members, their immediate family members, volunteer services, reserves, or retired members of the Department.
  - When possible attend all funerals of law enforcement officers killed in the line of duty as a representative of the Coolidge Police Department.
4. Counseling
- Counsel Department members, their immediate family members, volunteer services, reserves, or retired members of the Department, as requested.
  - All counseling is confidential. If necessary, refer a Department member to other professional resources.
5. Public Ceremonies
- As available may participate in events during Police Memorial Week each year in May.
  - As available may lead the invocation or benediction of banquets and ceremonies that are related to the Department, if requested.
6. Hospital Visitations
- Visit with Department members, their immediate family members, volunteer services, reserves or retired members of the Department who are in the hospital, if requested.
  - Visit Department members before major surgery or other members from local law enforcement agencies if they are in a local hospital, if requested.
7. Home Visitation
- Visit Department members who have been injured, disabled or have a serious illness, to offer encouragement to the member/ family during a long recovery.
  - If a home visit cannot be made, then a phone call to offer encouragement can be made.