



UW-Madison Police Department

Policy: 16.3

SUBJECT: VOLUNTEER PROGRAM

EFFECTIVE DATE: 06/01/10

REVIEWED DATE: 05/01/14, 02/01/17; 05/16/19; 04/16/20

STANDARD: CALEA 45.3.1-45.3.3 WILEAG 2.8.1

REVISED DATE: 06/20/18

INDEX:

- 16.3.1 VOLUNTEER PROGRAM – ADMINISTRATION
- 16.3.2 VOLUNTEER PROGRAM – TRAINING
- 16.3.3 VOLUNTEER PROGRAM – CODE OF CONDUCT

POLICY:

The UW-Madison Police Department recognizes the value of community partnerships developed to solve problems, increase communication and transparency, promote efficiency, and enhance the level of service. Therefore, the Department seeks out and utilizes qualified individuals who desire to work with the Department in a voluntary capacity.

All volunteers shall be properly screened to ensure that they are capable of completing their assigned duties and to protect the integrity of the Department. The volunteer program shall be under the supervision of the Volunteer Unit Coordinator.

DEFINITIONS:

“Volunteer” refers to unpaid Department approved personnel utilized in non-sworn status assignments who have gone through a formal application and selection process and are specifically working under the direction of the Department.

PROCEDURE:

16.3.1 VOLUNTEER PROGRAM – ADMINISTRATION

The following shall establish procedures pertaining to the administration of the volunteer program:

- A. Volunteers may be recruited through several sources, such as community groups, service organizations, referrals, graduates of the Citizen Academy, etc. The Department may also advertise for these positions.
- B. The Volunteer Unit Coordinator shall provide a listing of what the volunteer’s duties entail.
- C. A background investigation shall be conducted including but not limited to criminal history and driving record. Once the background investigation is completed, it shall be forwarded to the Chief through the chain of command for review. The Chief or designee shall make the final selection of volunteers.
- D. Volunteer groups or organizations may adopt additional policies as long as those policies are not in conflict with those of the Department.
- E. It shall be the responsibility of the supervisor of the division to which the volunteer is assigned to ensure that the volunteer receives adequate supervision.
- F. Volunteers shall not be requested or allowed to perform tasks requiring sworn status.
- G. Volunteers shall be issued a Department identification card and shall wear the card in a conspicuous manner when performing their assignments, unless otherwise approved by a supervisor. Volunteers must also wear clothing appropriate to the assignment being performed.
- H. Volunteers serve without compensation.
- I. Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section [895.46\(1\)](#). Volunteers acting under the direction and control of the University and for its benefit are considered agents and thus covered. This statute authorizes the State to pay claims based on the negligent acts of employees or agents or to defend employees or agents against allegations of negligence, which may have caused injury or property damage to others provided the employee or agent was acting within the scope of their responsibilities to the University. Mistakes that could lead to potential liability claims shall be reported promptly to the UW-Madison Risk Management Office.

- J. Volunteers are not covered by worker's compensation. If injured during the course of volunteer work, a volunteer would have the same legal rights as any visitor to the campus to seek compensation if the injury resulted from University negligence.

16.3.2 VOLUNTEER PROGRAM – TRAINING

The following shall outline required volunteer training:

- A. Volunteers shall receive orientation training that includes an explanation of the Department Mission, Vision, and Core Values and the organizational structure.
- B. Volunteers shall be assigned only duties commensurate with their ability and training. Volunteers shall be assigned tasks that will best contribute to the effectiveness and efficiency of the Department. Each volunteer shall be trained in the duties they are to perform. Department-specific training shall be coordinated by the departmental component to which the volunteer is assigned. The Volunteer Unit Coordinator shall forward documentation of training to the Training Sergeant.

16.3.3 VOLUNTEER PROGRAM – CODE OF CONDUCT

The following provides the Code of Conduct for Department volunteers:

- A. Participants in the volunteer program are subject to following the work rules identified in Appendix C. Engaging in one or more of the work rule violations may result in disciplinary action ranging from a reprimand to immediate discharge.
- B. Violation of policies specific to Department volunteers, administrative codes, or criminal law shall be cause to remove the participant from the program.