

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

April 24, 2015

Policy Number 2.31

VOLUNTEER WORKERS

POLICY

The appointment, direction, and supervision of volunteer workers for the Honolulu Police Department (HPD) shall be based on the criteria established within this directive.

PROCEDURE

I. **DEFINITION**

Volunteer worker: A civilian performing work for the department in a part-time, nonsworn capacity, with or without compensation (e.g., auxiliaries and law enforcement explorers). A volunteer worker performs in a support role and may have limited powers of arrest granted by state and county laws.

II. **OBJECTIVES**

- A. The primary objective of the volunteer worker program is to enlist the services of qualified citizens to supplement the work of HPD civilian personnel and to improve the level of service provided by the department to the community.
- B. Volunteer workers may also be used in special departmental functions and other activities (e.g., emergencies, special events, etc.) as authorized by the Chief of Police.

III. PROGRAM MANAGEMENT

A. Human Resources Division

The Human Resources Division (HRD) shall:

1. Process volunteer workers in a manner consistent with the processing of civilian employees; and
2. Maintain records of volunteer workers in a manner consistent with record keeping for civilian employees.

B. Division Commanders

Division commanders shall:

1. Plan, direct, and control their own volunteer worker programs;
2. Schedule, assign, and supervise volunteer workers assigned to their divisions;
3. Ensure that training for the volunteer workers is detailed and specific to their assigned duties. The training shall include, but not be limited to, the following:
 - a. Sexual harassment;
 - b. Workplace violence; and
 - c. Department directives and applicable laws; and
4. Ensure that uniforms (if any) for volunteer workers are clearly distinguishable from those of police officers.

IV. VOLUNTEER WORKER REQUIREMENTS

A. Qualifications

1. Each volunteer worker must:
 - a. Be a United States citizen, United States national, or permanent resident alien;
 - b. Be willing to conform to departmental standards of conduct, directives, orders, and procedures, both on and off duty; and
 - c. Pass a background investigation.
2. If relevant, each volunteer worker shall be required to satisfactorily pass a physical examination and oral interview and meet any other prescribed criteria.

B. Request Process

1. All requests for a volunteer worker shall be initiated by a current departmental employee.
2. Justification for the request, the volunteer's duties and hours, and the length of volunteer service shall be included in a To/From report.
3. The To/From report shall be routed to the HRD via the initiating element's command, bureau chief, and Administrative Bureau's assistant chief.

C. Appointment

Upon appointment, each volunteer worker shall take the oath of loyalty as required by Section 85-32 of the Hawaii Revised Statutes.

10-7-2019

10-7-2019

[D. Work Requirements

1. Volunteer workers shall be required to work a minimum of five hours each week, unless authorized to work fewer hours.
2. Volunteer workers shall report for duty promptly as scheduled.
3. If for any reason a volunteer worker finds it impossible to report for duty on the day scheduled, the volunteer shall notify the division commander no later than two hours prior to the duty time. An alternate time may be arranged.
4. A volunteer worker absent from duty without proper authorization shall be marked absent without leave and shall not be allowed to return for duty until the absence is satisfactorily explained to the division commander.
 - a. The explanation shall be in writing. The original report, with the division commander's recommendation and signature, shall be forwarded to the Human Resources Officer and placed in the volunteer's personnel file.
 - b. Three unexcused or unsatisfactorily explained absences during a 12-month period shall be cause for severance from the volunteer program.

[E. Leaves of Absence

A volunteer worker desiring a leave of absence shall submit the request in writing on a Request for Leave (with/without) Pay, HPD-357 form, via channels to the division commander.

1. A leave of absence must be approved by the Chief of Police.
2. The Chief of Police may deny a request for leave and require the volunteer to resign.

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F. Transfers

A volunteer worker desiring transfer from one element to another shall submit a To/From request via the chain of command to the HRD commander. In addition, the commander of the division to which the volunteer worker desires to transfer shall also submit to the HRD commander a To/From report acknowledging his or her willingness to accept the volunteer worker.

1. All transfers shall be processed in accordance with procedures established for civilian employees (e.g., endorsement/comment by supervisors, submission via channels, etc.).
2. Consideration will be given to those with special abilities or talent in a particular field.
3. No volunteer worker shall be transferred without the approval of the Chief of Police.

10-7-2019

G. Performance Evaluation

Each calendar year, the performance of volunteer workers shall be rated on forms prescribed by the HRD. (Semiannual ratings shall be made during the probationary period.)

10-7-2019

H. Separation

1. Resignation

A volunteer worker may resign from the program by submitting a notice of resignation to the Chief of Police using the Resignation form, HPD-259. To resign in good standing, a volunteer worker must submit the notice at least 14 calendar days prior to the date of separation. Failure to give such notice shall result in forfeiture of the right to reinstatement.

2. Dismissal

- a. The Chief of Police may dismiss a volunteer worker when the volunteer is in violation of departmental standards of conduct or directives or when the Chief of Police considers the dismissal to be for the good of the department.

Volunteer workers terminated for cause shall not again be eligible for volunteer work in the department.

- b. Volunteer workers shall be summarily dismissed from the department if their outside employment constitutes a conflict of interest with their police service.

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[I. Reinstatement

A volunteer worker who resigns in good standing may be granted reinstatement rights. Such eligibility shall be limited to three years, starting from the date of resignation.

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[J. Personal Status

Volunteer workers shall notify the HRD of any changes in home address, telephone number, employment, and marital status and of additions to the family or deaths in the immediate family on a Change of Status Notification, HPD-349 form.

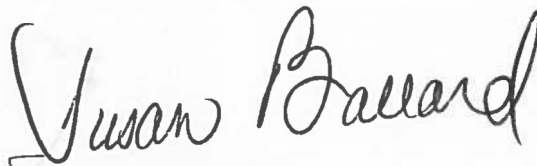
V. LAW ENFORCEMENT EXPLORER PROGRAM

- A. The Law Enforcement Explorer Program (LEEP) is sponsored by the HPD and chartered by the Aloha Council, Boy Scouts of America. This program is designed to promote a better understanding of law enforcement and its mission for young adults.

- B. The Community Affairs Division shall facilitate this program by:
1. Receiving and coordinating applications for the LEEP;
 2. Acting as the department's liaison with the Explorer Division, Aloha Council, Boy Scouts of America; and
 3. Promoting the LEEP's goals by providing youths with a better understanding of law enforcement.
- C. The LEEP shall be guided by its established program procedures and guidelines. It is exempt from the requirements of sections III and IV of this directive.

VI. OTHER PROGRAMS INVOLVING VOLUNTEERS

For information about other programs involving volunteers that are not covered by this directive, see Policy 2.30, RESERVE OFFICER PROGRAM; and Policy 2.32, VOLUNTEER SPECIAL ENFORCEMENT OFFICER PROGRAM.



SUSAN BALLARD
Chief of Police

10-7-2019

Post on bulletin
board for one week

Policy first issued
March 29, 2002