



NORTH MIAMI POLICE DEPARTMENT



STANDARD OPERATING PROCEDURES

CIVILIAN VOLUNTEERS/POLICE EXPLORERS/CHAPLAINS 200.02

EFFECTIVE DATE: 06-09-22

APPROVED:

A blue ink signature of the Chief of Police.

Chief of Police

SUPERSEDES: 02-26-19

CFA: 2.09, 13.01

I. PURPOSE

To establish guidelines for the utilization of civilian volunteers, who provide unpaid services and support to the North Miami Police Department.

II. POLICY

Civilian volunteers may be utilized wherever possible to perform duties that do not require sworn law enforcement status. They will receive training that is appropriate for the duties they may be called upon to perform. The Civilian Volunteer Program is designed to supplement, not substitute, salaried Department employees. **CFA 2.09, 13.01**

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

For purposes of this directive, the term "civilian volunteers" will not include Reserve Officers, who have full law enforcement authority by virtue of their specific certification and training.

V. PROCEDURES

The Community Oriented Police Services (COPS) Unit is responsible for

administering the Civilian Volunteer Program.

- A. Civilian volunteers serve at the discretion of the Chief of Police and do not receive any salary or benefits except workers' compensation coverage.
- B. There will be no discrimination as to age, sex, race, religion, national origin or physical disability in the selection of civilian volunteers.
- C. Prospective volunteers and Police Explorers for programs covered herein, must submit to an agency background investigation that may include fingerprinting, driver's license check, and a FCIC/NCIC check.
- D. Civilians accepted for volunteer programs will be issued an agency photo ID card identifying their volunteer status. The card is agency property and must be returned to the Chief's Office at the end of the volunteer service. This identification will be worn at all times while inside the Police Department.
- E. Volunteers, of any kind, are expected to have the ability, aptitude, and skills in their assigned duties. The volunteer's supervisor will be responsible for providing or coordinating a documented job orientation and any instruction or training necessary to accomplish assigned duties.
 - 1. All training will be documented and preserved for inspection by the COPS Section Major, or his/her designee. **CFA 13.01**
- F. When a civilian volunteer is needed, the requesting supervisor will forward a memorandum to the Chief's Office. The request will include an outline of the specific duties of the position, any special qualifications required, and the days and work hours required.
- G. Civilian volunteers will be assigned to duty upon successful completion of the application, screening process, and interview with the requesting supervisor.
- H. Police Explorers will be assigned to duty by the designated Police Explorer Advisor, upon successful completion of the application, screening process, and interview with the Advisor.
- I. Civilian volunteers, with the exception of Explorers, will not be issued uniforms or equipment.

- J. Civilian volunteers are prohibited from using their official position to secure privileges for themselves or others.
- K. Civilian volunteers are prohibited from engaging in activities that constitute a conflict of interest.

VI. POLICE EXPLORERS

Sanctioned by the Boy Scouts of America, the Explorer Program attracts young people who have an interest in a law enforcement career. The Program is under the administrative control of the COPS Unit and the immediate supervision of a designated Explorer Advisor. Members will be governed by this policy and other applicable policies and operating procedures of the post.

- A. Explorers must be 14-18 years of age, enrolled in school, and have no criminal history.
- B. Explorers will be placed in a probationary status for three months, after the date of acceptance.
- C. Upon successful completion of the probationary period, members will be issued a uniform with the Explorer patch that clearly distinguishes them from sworn police officers.
- D. The Explorer Post will meet regularly for a general membership meeting on dates and at times established by the Advisor. Members may also be called upon to participate at special Department functions.
- E. Explorers have no law enforcement authority, and will not perform any law enforcement function normally performed by a police officer. At functions approved by the Chief of Police, they are permitted to direct vehicles to off-street parking spaces, attend to Police Department exhibits and displays, and provide information and directions to the public. **CFA 13.01, 2.09**
- F. Explorers will not carry weapons of any kind.
- G. Explorers may accompany police officers as observers. The following conditions will apply:
 1. Only Explorers who are 16 years of age or older may participate in the Observer/Ride-Along Program.

2. Explorers must have completed an approved training course.
3. Explorers are only permitted to ride with Uniform Patrol members and must have approval of the shift supervisor.
4. Explorers are only permitted to ride between 0600 and 2200 hours.
5. Explorers may ride a maximum of four (4) hours per shift and eight (8) hours a week.
6. The Advisor will maintain a current list of all Explorers qualified to ride as an observer.
7. Explorers will not be permitted to ride with a family member or relative unless approved by the Uniform Patrol Major.

VII. CHAPLAINS

The Department's Chaplain program consists of experienced volunteer representatives of various religious denominations who provide spiritual help, guidance and counseling within their realm of expertise to Police Department members, their families, and the public.

A. Organization:

1. Chaplains will be appointed by the Chief of Police.
2. The Chief of Police may designate a staff member to serve as liaison to the Chaplains.

B. Chaplain Selection Criteria:

1. The Chief of Police will establish the number of Chaplain positions. Applicants will be interviewed by the Chief of Police, or his/her designee.
2. Department Chaplains must be: **CFA 13.01**
 - a. Licensed, ordained, or professionally trained.
 - b. Supportive of the need for law enforcement in the community.

- c. Able to understand, accept, and relate to persons holding religious commitments different from their own.
- d. Of high moral standing.
- e. Encouraging, taking an active role by becoming involved during police activities, as requested by the Chief of Police, or his/her designee.
- f. If permitted to conduct a ride-along with an officer, the Chaplain will submit a copy of the riding assignment worksheet to the Community Oriented Policing supervisor.
- g. Aware that they may be asked to respond to emergency or critical incidents at any hour.
- h. Willing to serve a minimum of one year.

C. Duties and Responsibilities: **CFA 13.01**

Chaplains may be called upon to:

- 1. Offer counseling to agency members, their families, or the public, who may be experiencing personal difficulties.
- 2. Liaison with other religious leaders in the community.
- 3. Assist with memorial services, police recruit graduations at local academies, award ceremonies, and other activities.
- 4. Accompany agency personnel during death and serious injury notifications.
- 5. Visit sick or injured personnel at home, or at the hospital.
- 6. Participate in in-service training programs, and be willing to enter training courses to enhance their effectiveness.
- 7. Provide support services at the scenes of major disasters.
- 8. Administer the Invocation or Benediction at City functions. Each

Chaplain is encouraged to pray in a manner consistent with their faith.

D. Chaplains will not: **CFA 2.09**

1. Respond to any crime scene or other situation, unless specifically requested by the Chief of Police, a section Major, or shift Commander.
2. Provide emergency counseling that may best be provided by an emergency mental health facility.
3. Respond to the scene of barricaded suspects, or other hostage situations, to enter into a negotiation role, unless approved by the Chief of Police.
4. Attempt to recruit or convert others to their respective faith while in their capacity with the Department.

E. Canons of Chaplain Ethics:

1. Chaplains will apply themselves with a greater understanding of cultural differences, to include real or perceived personal characteristics, race, ethnic background, national origin, immigration status, gender, gender identity/expression, sexual orientation, religion, socioeconomic status, age, disability, or political affiliation.
2. Chaplains must be advocates of the Department's values and mission statement; that is, to treat all persons while representing the agency with respect, integrity, professionalism, unity and empathy, and to make a positive impact.
3. Chaplains will be mindful of their responsibility and be respectful in the discharge of their duty.
4. The Chaplain will cooperate with other law enforcement and religious officials in the discharge of their duties, regardless of affiliation. In any situation open to question, Chaplains will seek counsel from religious and/or law enforcement authority.
5. Chaplains will perform ministerial services, when requested, in a manner becoming of their position. Chaplains will give services that

are aligned with the Department's values and without infringing upon the ministry of another member of the clergy. Above all, Department Chaplains must be open to provide service to all Department members, regardless of their preferred religious denomination, or lack thereof.

F. Identification:

1. Chaplains will be provided with a Department Chaplain's identification, which is to be worn while representing the agency.
2. Chaplains may only wear their Chaplain's identification during approved official Police Department business.