



**AGENDA  
CITY OF HARRISONVILLE  
PUBLIC SAFETY COMMITTEE  
REGULAR MEETING  
CITY HALL  
JUNE 14, 2018  
6:00 PM**

- 1. Attendance**
  - A. Present**
- 2. Approve Minutes**
  - A. Public Safety Committee - Regular Meeting - Mar 22, 2018 6:00 PM**
- 3. Agenda Items**
  - A. Crosswalk Flashers Discussion**
  - B. Corporal Proposal Discussion**
  - C. VIPS Access**
- 4. General Discussion**
- 5. Adjournment**

**This meeting will be open to the public.**

**Posted on City Hall Bulletin Board this 11<sup>th</sup> day of June 2018**

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**Randall Jones, City Clerk**



**DRAFT**  
**MINUTES**  
**CITY OF HARRISONVILLE**  
**PUBLIC SAFETY COMMITTEE**  
**REGULAR MEETING**  
**CITY HALL**  
**MARCH 22, 2018**  
**6:00 PM**

**1. Attendance**

Attendee Name	Organization	Title	Status	Arrived
David Dickerson	Harrisonville	Member	Present	
Matt Turner	Harrisonville	Member	Present	
Brian Hasek	Harrisonville	Chair	Present	
Clint Long	Harrisonville	Member	Late	6:25 PM
Judy Reece	Harrisonville	Member	Present	

*Others in attendance were: City Administrator Happy Welch, Police Chief John Hofer, Street Superintendent Rodney Jacobs, HES Director Eric Myler, Alderman Judy Bowman, Alderman Brad Bockelman and City Clerk Randall Jones Recording.*

**2. Approve Minutes**

**A. Public Safety Committee - Regular Meeting - Jun 1, 2017 6:00 PM -**  
Accepted

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Matt Turner, Member
<b>SECONDER:</b>	David Dickerson, Member
<b>AYES:</b>	Dickerson, Turner, Hasek, Long, Reece

**3. Agenda Items**

**A. Seat Belt Violation -**

*Mayor Hasek explained that in 2013, it was adopted that the seat belt violation be a primary violation. Chief Hofer gave background of why it was changed and stated he would like to keep it in place. Mayor Hasek stated that since it is an ordinance currently, it should not be removed.*

**B. Signs on Brookhardt -**

*Mayor Hasek explained about the need for more signage on Brookhardt to stop large trucks from using it. A resident on Brookhardt presented statistics on the volume of truck traffic this past winter. City Administrator Happy Welch will check to see if City can add*

some lighting to the existing signs. Chief Hofer stated his department can use the statistical data compiled by the resident to determine when to utilize more patrol in area.

**C. Buckle Up Phone Down - Approved**

City Administrator Happy Welch explained about the Buckle Up/Phone Down program through MoDOT for City employees. Motion was made by Alderman Turner with second by Alderman Reece to present to the Board of Aldermen. Alderman Turner aye, Alderman Reece aye, Alderman Dickerson nay, Alderman Long nay. Mayor Hasek broke tie with aye. This topic will be presented to the Board of Aldermen.

<b>RESULT:</b>	<b>APPROVED [3 TO 2]</b>
<b>MOVER:</b>	Matt Turner, Member
<b>SECONDER:</b>	Judy Reece, Member
<b>AYES:</b>	Matt Turner, Brian Hasek, Judy Reece
<b>NAYS:</b>	David Dickerson, Clint Long

**D. Bottle Rockets -**

Mayor Hasek explained about the not selling of bottle rockets within the city limits and the loss of sales tax revenue. If it were allowed, there would have to be signs posted stating no discharge of bottle rockets within the city limits. HES Director Eric Myler stated his opinion. City Administrator Happy Welch and Mayor Brian Hasek also explained about the possibility of changing the cut off time for discharging of fireworks. Police Chief John Hofer stated needed to be consistent. Motion by Alderman Dickerson and second by Alderman Long to present to Board of Aldermen changing of ordinance to allow the sale of bottle rockets. Motion carried with 3 ayes and 1 nay. Motion by Alderman Turner and second by Alderman Long to change ordinance to allow the discharge of fireworks on July 3rd to extend to midnight. Motion carried with all ayes.

**4. General Discussion**

Mayor Hasek asked about accident reports and the dollar amount that constitutes a written report.

Chief Hofer requested permission to sell a patrol vehicle to Cass Career Center. The committee thought it was a good idea.

**5. Adjournment**

The meeting was closed at 7:08 PM

Motion to adjourn by Alderman Dickerson with second by Alderman Long.

Submitted by

Randall Jones, City Clerk



## STAFF REPORT

**TO:** Public Safety Committee  
**FROM:** John Hofer, Director  
**DATE:** June 7, 2018  
**SUBJECT:** Crosswalk Flashers Discussion

**Type of Item:** *Approval*

As you are aware the 2018 City of Harrisonville budget (01-6-0310-0504) has \$28,000 for the purchase of two crosswalk flashers that are to be placed at the two crosswalks nearest the middle school. One will be at the current Mechanic Street crosswalk near South Highland Street and the second at the South Street pedestrian crossing near Eastwood and the low water bridge.

City Engineer Ted Martin has negotiated with the vendors well and we are able to purchase four crosswalk flashers for the same \$28,000 that is budgeted. Mr. Martin, Street Superintendent Rodney Jacobs, Public Works Director Eric Patterson and I, would like to purchase the two additional flashers and still remain below the \$28,000 that is budgeted. We suggest placing one of the flashers at the existing Mechanic Street crosswalk near James Street and the other at the current Mechanic Street crosswalk at the intersection of Eastwood.

This allows us to complete phase 2 of our crosswalk flasher program a year earlier than we had anticipated. We plan to ask for two additional crosswalk flashers to complete phase 3 of the project in the 2019 City of Harrisonville annual budget. We propose that one flasher would go on Commercial Street at the South Street intersection and the other on Independence at Washington Street intersection.

Once these flashers have been installed and are operational if they are on state right-of-way they will be maintained from that point by MoDot.

Please let me know if you have any questions or concerns.

**A. Action Item (ID # 2907)**

Crosswalk Flashers Discussion



## STAFF REPORT

**TO: Public Safety Committee**  
**FROM: John Hofer, Director**  
**DATE: June 8, 2018**  
**SUBJECT: Corporal Proposal Discussion**

**Type of Item:** *Approval*

The Harrisonville Police Department currently operates with four patrol shifts, two day shifts and two-night shifts, that alternate working and off time. Each of the four shifts is assigned a Sergeant and Officer In Charge (OIC) for Supervision. The OIC position is a patrol officer that steps up in the absence of the Sergeant and is only compensated in the absence of the Patrol Sergeant. The OIC position is a permanently predetermined position that goes through a promotional process of such as there is an increase in pay attached to the position. The OIC position isn't always the senior officer on the shift.

In this absence the Sergeant the OIC is compensated at a rate 4% higher than their regular patrol officer pay for those hours only. According to the Human Resources Department this practice is an expense of approximately \$17,000 annually to the City. Currently the OIC position falls under the Police Officer I category and is a Level 5 position within the City of Harrisonville rate structure.

We would like to create a Corporal position that would be a permanent supervisor position under the Patrol Sergeant and would give staff another line of Supervision and guidance. Creating this new supervisory position will also give younger officers more opportunity for promotion which should help greatly with morale as well as retention of employees.

We propose that the new corporal's position be equal to a Police Officer II (Detective) position in the Level 6 category of the City's rate structure. We anticipate the four patrol officers that would be promoted to the Corporal position will receive monetary increases of 4% or be brought up to the level 6 minimum. The Corporal's position will require a minimum of two year's law enforcement experience to be qualified for the position. The estimated cost to the City to begin the Corporal position will be \$3,720.70 to \$10,215.02 annually. More than likely the cost for implementing the Corporal's position will be in the \$9000.00 per year range for an annual savings of over \$8,000 from the current OIC practice.

As with the current OIC and Sergeant's positions, the Corporal and Sergeants positions will be follow the same guidelines and that both cannot use annual leave at the same time. One must be available to work as scheduled.

If approved, we would like to move forward to the Board of Alderman for approval. Please let me know if you have any questions or concerns.

**B. Action Item (ID # 2914)**

## Corporal Proposal Discussion



**TO:** Public Safety Committee  
**FROM:** Happy Welch, City Administrator  
**DATE:** June 8, 2018  
**SUBJECT:** VIPS Revision Review

**Type of Item:** *Discussion*

The Public Safety Committee needs to discuss VIPS policies (Volunteers in Police Service) as they relate to building access, office access and equipment use.

**C. Action Item (ID # 2915)**

VIPS Access

Attachments:

VIPS - Volunteer Manual (2016) 1rvs 5-26-18hw (DOCX)

VIPS Volunteer Application 2016rvs 5-26-18hw (DOCX)



# HARRISONVILLE POLICE DEPARTMENT

## VOLUNTEER MANUAL



205 North Lexington • Harrisonville, Missouri 64701 • (816) 380-8929

Attachment: VIPs - Volunteer Manual (2016) 1rvs 5-26-18hw (VIPs Revision Review)

**VOLUNTEERS IN POLICE SERVICE MANUAL**

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Attachment: VIPS - Volunteer Manual (2016) 1rvs 5-26-18hw (VIPS Revision Review)

## INTRODUCTION

Redrafted xx/xx/xxxx  
Adopted by Board of Aldermen xx/xx/xxxx

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### MISSION: COMMUNITY COMMITMENT

The primary mission of the Harrisonville Police Department is to coordinate and lead the efforts within the community to preserve the public peace, protect the rights of persons and property, prevent crime, and generally provide assistance to citizens in urgent situations.

The department is responsible for the enforcement of all federal laws, Missouri state laws, and city ordinances within the boundaries of the City of Harrisonville. The department must enforce the laws in a fair and impartial manner, recognizing both statutory and judicial limitations of police authority and the constitutional rights of all persons.

It is not the role of the department to legislate, render legal judgment, or punish. The department serves the people of Harrisonville by providing law enforcement service in a professional and courteous manner and it is to these people that the department is ultimately responsible.

The Harrisonville Volunteers in Police Service program was established to promote effective use of the many citizens of Harrisonville who wish to donate their time and talents to further the goals of the Department.

### VALUES STATEMENT

Individual members of the Harrisonville Police Department are valued for their unique contributions. The department is strengthened through creativity and participation of each of its members.

The Harrisonville Police Department is committed to close and constant contact with our community members to help maintain the quality of life enjoyed and expected. The Harrisonville Police Department is committed to furthering democratic values. Every action of the department reflects the importance of protecting constitutional rights and ensuring basic personal freedoms of all citizens.

Honesty and integrity are essential qualities of all members of the Harrisonville Police Department. These qualities foster an environment where members are supportive of each other and a “family-like” trust exists. The Harrisonville Police Department is committed to maintaining our high level of professionalism.

The Harrisonville Police Department is committed to a problem-solving partnership with the community as the means to maintaining public peace and order.

### **WHAT IS VOLUNTEERS IN POLICE SERVICE (VIPS)?**

The Volunteers in Police Service program is an effort developed by the U. S. Department of Justice in partnership with the International Association of Chiefs of Police. This program was created to support President Bush's USA Freedom Corps initiative. It is one of three Citizen Corps programs administered by the U. S. Department of Justice.

The VIPS program is designed to address the increasing demands on state and local law enforcement agencies in the aftermath of the terrorist attacks of September 11. At a time when law enforcement's limited resources are being stretched even further, some agencies are turning to civilian volunteers to enable police officers to be on the front lines working to make communities safer. VIPS is a locally driven program that allows community members to offer their time and talents to their local law enforcement agency.

### **HARRISONVILLE VOLUNTEERS IN POLICE SERVICE: MISSION**

The Harrisonville Police Department is an organization committed to a partnership with the Harrisonville Community and whose goal is to reduce crime and increase education in crime prevention. The Harrisonville Police Department's volunteer program provides needed support to the HPD sworn and civilian personnel to allow HPD to deliver effective law enforcement services to the community.

The Harrisonville Police Department's volunteers and police personnel work in valued partnership utilizing vast resources, ideas and skills providing the highest quality law enforcement services, creating an exceptional quality of life for the citizens of Harrisonville and its visitors.

As a volunteer with the HPD, there are vast opportunities for service. We work with each volunteer to help find the right fit regarding time commitment, special qualifications and individual volunteer goals.

### **THE PURPOSE OF THE VIPS PROGRAM**

The Harrisonville Police Department hopes to successfully address two core components of community policing, Community Partnership and Problem-Solving, through development of a program of trained citizens actively assisting officers. The Harrisonville Police Department believes that the VIPS program can be successfully implemented in its community. This is not a sworn officer reserve or auxiliary program. It is a unique partnership with citizens who are willing to volunteer their time in assistance of officers.

There are at least three tangible results that can be expected from the development of our VIPS program.

- Citizen volunteers, who after trained, can relieve officers of routine tasks, both clerical and professional, in addition, allow officers to focus resources on more urgent law enforcement and community needs. This will free staff's time and increase work productivity and allows them to focus on where their skills can be best utilized.
- A stronger bridge of understanding and communication with the community and community leaders. VIPS provides a comfortable, non-threatening resource to the community – providing direct assistance to citizens who often feel their need or questions are too trivial thus they're reluctant to contact the Police Department. VIPS becomes a powerful and respected voice in the community.
- Harrisonville Police Officers benefit from the diversity of working closely with citizens, and will turn to them as a community and personal resource.

Volunteers are not new to police work or the criminal justice system. Harrisonville citizens have a long history of donating time and talent in order to extend the resources or increase the services of Harrisonville Police Department departments. Without their help, many valuable tasks would not be accomplished. The Harrisonville VIPS program was established to more effectively utilize this community support. The program not only ensures volunteers will have the best opportunity to work where they and the department benefit most, but to increase opportunities for citizens to help shape the organizational culture to reflect the community.

Citizens volunteering to work in the Department gain an opportunity to learn about police functions and contribute part of themselves to the organization, which serves the Harrisonville community. The result is growth in citizen understanding and support of the Harrisonville Police Department as well as greater understanding and appreciation of citizens by police personnel.

The VIPS program also brings many indirect benefits to the department, both internal and external. The department culture benefits from exposure to the talents and insight of the citizens who volunteer and relationship between the community and department grow. For example:

- Volunteers may bring specialized skills, experience, and consulting abilities that would otherwise not be available in the budget.

- Working with volunteers provides opportunities for employees to see the community and police work from a non-police, citizen's perspective.
- Volunteers in the workplace provide opportunities for interaction between the public and the private sector and for sharing of experience.
- Volunteers gain understanding and appreciation of police processes and constraints.

## **PROGRAM OPERATIONS**

### **VIPS APPLICATION PROCESS**

The volunteer commitment for the Harrisonville VIPS program is a minimum of one-year of service, and 8 hours per month. All applicants for the Harrisonville VIPS program must be at least 18 years of age. In addition, each must complete a minimum of 12 hours of ride along time with Harrisonville police officers after application of membership. All applicants must complete a Volunteer Application, personal interview, and pass a background investigation. Upon receipt of the completed forms, the Volunteer Coordinator assesses the information, initiates the background investigation process, and, if everything checks out satisfactory, sets up an initial screening interview with the applicant.

#### **Interviewing Applicants:**

The Volunteer Coordinator is the first point of contact for all VIPS program applicants. An initial screening meeting will be held with the following objectives in mind:

- Provide a clear explanation of the department's interest in working with VIPS
- Encourage applicants to explain why they want to volunteer, what they hope to gain from the experience, and specific skills they would like to use
- Match the applicant to the best available slots, taking into account his/her skills, interests, time available to work and personality
- Describe potential positions to the applicant clearly, including tasks involved, time required, and purpose of the position
- Answer applicant questions about volunteer work in general, the municipal government environment, the Police Department, and the specific job openings

During this first meeting, discussion with the applicant establishes the scope of his/her interests and the best match of skills to requirements.

**Screening Applicants:**

In addition to these meetings, the applicant's background is investigated using the same process and criteria used for any other applicant for a position at the Harrisonville Police Department. This process may include fingerprinting, a review of the applicant's criminal history, a clearance for current warrants, and driving record checks and can be reviewed annually. Personal references and the previous employers listed by the applicant may be contacted to determine the applicant's suitability to become a member of the Harrisonville VIPS program. The results of the interviews and background investigation are then presented to the Chief of Police or his designee, prior to the final decision to extend an offer to the applicant.

It is important to remember that not all applicants will pass background checks.

**Interviewing for a volunteer position is no different from interviewing for any other police position. The potential volunteer can and will be turned down if the applicant does not meet basic requirements. If an individual is interested in volunteering, but does not fit any of the available openings, the application and resume may be kept for future use or the person may be referred to another department with an appropriate opening.**

Volunteer applicants who do not satisfactorily meet all requirements and qualifications for a position will receive a letter from the Chief of Police informing them of such and thanking them for their interest in the Harrisonville Volunteers in Police Service program. It will be at the discretion of the Chief of Police to reveal information to a denied applicant.

**Supervision and Coordination of Volunteers:**

Volunteers do not work in a vacuum. Volunteer efforts may fail to meet their objectives and become perceived as a waste of time. Volunteers need careful guidance if they are to be integrated into the department. The Volunteer Coordinator, who will maintain contact with, and ultimately is responsible for the volunteer's duties, provides coordination and supervision

**Unique Skills:**

Occasionally a volunteer will come along who has a unique set of skills or unusual potential in an area where no existing job description exists. In these cases, members of the department staff are consulted to determine if a new position or project should be created. A specific job or assignment may be created for an individual who no one ever

thought of possible to recruit. It may be better for both the volunteer and the department to add a new position, than to waste unique talents in an unchallenging job.

## POLICIES AND PROCEDURES

### Orientation:

Orientation of new volunteers is conducted by the Volunteer Coordinator to provide them with general information about the department, city government, and working here as a volunteer. Specific orientation issues include:

- The scope of volunteer work in the department, including how many volunteers have been working for how long in various areas
- Information about special volunteer activities (such as luncheons), department publications and personnel policies
- Basic work rules which apply to volunteers, such as appropriate dress, work breaks, and general conduct in a local government organization
- Record keeping requirements for volunteers including time sheets, reports, and special forms
- Specific training that will be provided for the position
- Participation in additional training and skill enhancement, as recommended or required
- Explanation of the training period, following the approval of the applicant to be certified to perform a specific duty for the department.
- A tour of the facility

The volunteer's photograph will be taken when an identification badge is issued. Volunteers are expected to conspicuously wear the ID badge whenever on the police premises, to ensure recognition as authorized personnel. ~~Volunteers may be issued a key that will allow access to the police department, depending on the assignment, duties and schedule of the volunteer. No volunteer will be allowed open access to the police department. They must be escorted by a police officer at all times when in the building.~~

The Volunteer Coordinator is available if there are problems on the job that cannot be worked out with the supervisor. The Volunteer Coordinator will continue to keep in touch with the volunteer to keep the program running smoothly.

### **Training:**

After a candidate has been approved into the Harrisonville VIPS program they begin a period during which time they must complete and be evaluated in two individual stages:

- A mandatory 12 hours of ride along with a Patrol Officer and/or Supervisor
- Required training and/or classroom training for the assigned duties of the volunteer. Tests may be given.

Training classes will depend on assigned duties. Some different examples of required training classes for candidates are:

- Safe Driving Video
- Home/Vacation Watch Procedures
- CPR (infant, child, and adult)
- Advanced First Aid
- Traffic Control
- Communications:
  - Use of radios – police department and city
  - Basic knowledge of radio codes
- Records policies and procedures
- Assist in recovering property (non-criminal)
- Gang Identification

All candidates will be expected to review the VIPS Manual and have knowledge of the following:

- Guidelines of Conduct
- Policies and Procedures
- Harrisonville Volunteers in Police Service Mission and Purpose
- Confidentiality
  
- Chain of Command

The Volunteer Coordinator and supervisor of the volunteer's assigned work unit are responsible for training. He/she may delegate this task to employees or experienced volunteers already working in the unit. The Volunteer Coordinator will monitor the training process to ensure the new volunteer develops the skills necessary for the assignment. The goal of the training is to ensure the volunteer can perform his/her assigned duties without constant supervision and with some autonomy.

#### **Nepotism:**

~~This policy pertains to all employees, volunteers and elected officials of the City. For purposes of this policy, a conflicting employment relationship includes, but is not limited to, parents, brothers, sisters, sons and daughters including in laws and step relations in each case husband, wife, aunts, uncles, nieces, nephews and cousins, grandparents and grandchildren. In addition, guardians and wards will constitute conflicting employment relationships.~~

~~The City will not hire, on a regular full-time or regular part-time basis, another person with whom a present employee or elected official has a conflicting employment relationship. This restriction does not apply to family members who are both seasonal or part-time employees, as long as there is no supervisor/subordinate relationship. This restriction does not apply to family members of regular full-time or regular part-time employees (except for members of the City Council) whose relative is hired as a seasonal or part-time employee in another department. If a conflicting employment relationship occurs after employment, one of the affected employees must transfer from the subordinate/supervisor position to another open position (where they have the necessary qualifications to fill the vacancy) within the City or resign. Such transfer or resignation must be made within 30 days from the date the relationship is established. If one of the employees does not resign within this time frame, the employee with the lesser term of service will be terminated. The City is not obligated to create a new or open position to accommodate a transfer required under this section. Questions about this policy can be addressed with Human Resources.~~

~~A temporary assignment, approved by the City Administrator or his/her designee, based on the operational needs of the City that creates a conflicting employment relationship is an exception to this policy.~~

~~This policy does not apply to employment relationships existing prior to the formal adoption of this policy, provided:~~

- ~~• the affected employees may at no time (through promotion, demotion, transfer or other) have direct supervisory authority one over the other.~~

~~If through a future act of promotion, demotion, transfer or other employment action one of the affected employees assumes a position with direct supervisory authority over another affected employee, one of the affected employees must resign. Such resignation must be made within 30 days from the effective date of the employment action. If one of the employees does not resign within this time frame, the employee with the lesser term of service will be terminated.~~

~~The City of Harrisonville restricts employment of family members to the 2<sup>nd</sup> degree of relation, meaning a family member of the employee such as parents, siblings, children, aunts, uncles, and half-siblings are not allowed to be employed in the same department.~~

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~~This restriction is waived for married couples wishing to volunteer their time to the VIPS program. However, if at any point there is a conflict with the Volunteer Coordinator or a supervising police officer, both individuals will be released.~~

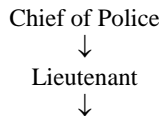
**Building Rules and Dress Code:**

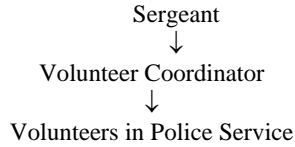
There is no smoking anywhere in ~~the building~~any city building. Smoking is permitted only in designated areas outside. The dress code is simple: Volunteers shall wear assigned uniform.

**Chain of Command:**

As a para-military organization, the Harrisonville Police Department requires that all volunteers recognize and utilize the proper chain of command department wide. Chain of command is the process in which our organization establishes power within its ranks.

The Harrisonville Police Department's structure is organized under the following:





Each volunteer shall have the commensurate authority to carry out a given task and accordingly will be held accountable for each task.

## VOLUNTEER INFORMATION

### Role as a Volunteer:

The role of a volunteer is to assist, not replace, the activities and functions of the paid police staff as they provide police services to the citizens of Harrisonville. By offering your skills, knowledge, new ideas and experiences, you will help Harrisonville maintain the current level of service and possibly expand into new areas. You will be asked to

evaluate the Volunteer Program and make suggestions so the program can continue to be a viable method of meeting community needs.

Your enthusiasm for the program will encourage other citizens to volunteer their time and bring their expertise to the program. The Police Department hopes that through volunteer efforts, the community will feel the department better reflects the needs and interests of the people it serves.

You may report to and take direction from a department employee who is assigned that responsibility. This may or may not be a supervisor in any other capacity. In any case, he or she receives direction in a chain of command that reaches to the Chief of Police in the department. **It is a basic tenet of police organizational culture that all employees adhere to that chain of command when performing or communicating about any activity of the department.** In addition to receiving guidance and direction from your supervisor, you will be accountable to the Volunteer Coordinator, who has administrative responsibility for the program and all volunteers.

### Using Volunteers in a Unit:

An officer assigned by the Chief of Police is responsible for developing and refining volunteer job descriptions within his or her work unit. Once job descriptions are set, they will not be changed without mutual agreement between the volunteer and the supervisor. **All volunteers are asked to volunteer a minimum of eight (8) hours per month. Special considerations may be made on an individual basis.** The Harrisonville Police Department recognizes the extreme importance of volunteers who enjoy volunteering and

participating in fun, exciting and meaningful work. Volunteers are not restricted to Harrisonville residents and may come from anywhere in Cass County.

#### **Guidance for Volunteers and Supervisors:**

The purpose of the VIPS program (creating a community partnership with citizens who volunteer their time assisting officers) is best carried out when all persons involved know what is expected of them and what they can expect from the program and each other. The following guidelines promote this:

- Although position specific job descriptions are provided, the volunteer and the supervisor may negotiate other duties, if documented.
- A variety of options for involvement will be offered to volunteers as their experience and capabilities warrant.
- Volunteers are given assurance that any special skills they possess will be considered in their placement.
- Volunteers have the right to be involved in decisions and policy making which affects them.
- Benefits such as space in which to work, and expenses will be provided when possible.
- The VIPS coordinator or designee will host a monthly meeting. Attendance is strongly encouraged. All volunteers should attend at least one quarterly meeting. The purpose of these meetings is to get acquainted with new volunteers, to be notified of any program changes and an opportunity for volunteers to voice any comments, questions or concerns that they may have. Volunteers are encouraged to meet with the Volunteer Coordinator at any time before any meeting if the need arises. Be sure to call in advance and make an appointment. Meetings will be conducted at City Hall, 300 E. Pearl St., Harrisonville, MO.

#### **Volunteer Duties:**

The work assigned to a volunteer is important to the smooth functioning of the department. It is required of each volunteer that he/she gives adequate notice of 24 hours unless in the event of an emergency to the supervisor if he/she cannot come to work on a scheduled day. Consistent failure to show up for work may be construed as a lack of interest in the job or a lack of responsibility and may result in termination of the volunteer.

The volunteer's assignment should consist of enough tasks to make it interesting and challenging. If a volunteer finds a lack of challenge, he or she should talk to the supervisor to rectify the situation. One aspect of the volunteer program is to involve citizens in meaningful work within the department. The job design should be a joint effort to make that happen.

Volunteers may take tax deductions for out of pocket expenses incurred while doing volunteer work for the police department. Deductions must be documented. Talk to your tax advisor for details. The City of Harrisonville, the Police Department, or the VIPS Program will not track or provide any tax documents.

Volunteers and department personnel supervising volunteers are required to read the manual in its entirety in order to get a complete picture of the program and how each position relates to the others. Questions or concerns should be directed to the Volunteer Coordinator. As the VIPS program matures, the manual will occasionally need revision. **Volunteers must be familiar with the contents of this manual and any revisions.**

#### **Terminations:**

It is important to recognize that even unpaid workers can be disciplined if they are not meeting expectations or are causing problems in the organization. **Police work is serious**

**business.** One less-than-satisfactory volunteer can jeopardize the entire program if not corrected or removed from the program. Volunteers can be terminated if they cannot handle the work assignments or if the work relationship is not satisfactory for the supervisor/Volunteer Coordinator, paid staff working with the volunteer, or the volunteer.

For example, if there are conflicts between a volunteer and paid staff, the supervisor/Volunteer Coordinator should take steps to correct the problem. If a volunteer has received specific feedback from the supervisor, but the problem is not eliminated, and no reasonable options for re-assignment exist, the volunteer will be terminated.

#### **Leaves of Absence and Resignation:**

Volunteers may also leave their positions by means of a mutual agreement termination or a leave of absence. For any termination or leave of absence, the volunteer must surrender the I.D. badge and any keys given him/her to access the police facility. **Also, any shirts, uniforms or equipment that has been issued to the volunteer must be turned in by their last day of service. Failure to do so will result in Criminal Prosecution for theft. The Volunteer Coordinator will remind the terminating volunteer of the confidentiality agreement and of the consequences of violating that agreement.**

## VOLUNTEER/SUPERVISOR/COORDINATOR AGREEMENT

### Supervisors agree to:

(VIPS Initials)

- \_\_\_\_\_ Provide friendly and welcoming atmosphere with sufficient training reasonably tailored to the needs of the volunteer.
- \_\_\_\_\_ Ensure the volunteer is fully aware of who their supervisor is and provide them with clear instructions and on-going, honest supervision.
- \_\_\_\_\_ Show appreciation to and acknowledge the volunteer's accomplishments.
- \_\_\_\_\_ Treat VIPS as professional assistants and aid them to feel they are a part of the team.
- \_\_\_\_\_ Accept one-on-one feedback and suggestions from the volunteer when appropriate. Give volunteer one-on-one feedback on their progress.
- \_\_\_\_\_ Include the volunteer in as many staff activities as possible.

### VIPS agree to:

(VIPS Initials)

- \_\_\_\_\_ Consider volunteering a serious commitment.
- \_\_\_\_\_ Perform assigned tasks to the best of their ability.
- \_\_\_\_\_ Comply with the rules of conduct and with all orders and directives, either oral or written, which may be issued by the Harrisonville Police Department.
- \_\_\_\_\_ Maintain strict confidentiality in regard to all issues pertaining to the Department.
- \_\_\_\_\_ Offer feedback and suggestions to paid staff.
- \_\_\_\_\_ Attend all training and team meetings. Members will contact their supervisor if unable to attend a scheduled meeting and will be allowed up to 3 excused absences a year. Excessive absences or more than two unexcused

absences may result in removal from the program. Failure to contact your supervisor constitutes an unexcused absence.

- \_\_\_\_ Be on time for work and follow through on any commitments made (scheduling conflicts should be made known to the staff as soon as possible so appropriate changes can be made).
- \_\_\_\_ Strive to help the Department obtain its goals and objectives.

**Volunteer Coordinator agrees to:**

**(VIPS Initials)**

- \_\_\_\_ Provide friendly and welcoming atmosphere with sufficient training reasonably tailored to the needs of the volunteer.
- \_\_\_\_ Ensure the volunteer is fully aware of who their supervisor is.
- \_\_\_\_ Show appreciation to and acknowledge the volunteer's accomplishments.
- \_\_\_\_
- \_\_\_\_ Treat VIPS as professional assistants and aid them to feel they are a part of the team.
- \_\_\_\_ Accept one-on-one feedback and suggestions from the volunteer when appropriate. Give volunteer one-on-one feedback on their progress.
- \_\_\_\_ To give volunteer sufficient information, orientation, and training on program operations.
- \_\_\_\_ Be honest and fair with all volunteers.
- \_\_\_\_ Have an "open door" policy so that the volunteer can express any concern or problem.

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## VIPS GUIDELINES OF CONDUCT

### VIPS Initials

- \_\_\_\_\_ Identification badges must be worn at all times while the volunteer performs their assigned tasks. The identification badge is not to be worn or used outside the department unless on an assignment. The misuse of the identification badge is cause for dismissal. If a volunteer is dismissed from or resigns from the program, the identification badge must be returned to the Department.
- \_\_\_\_\_ At all times recognize that the VIPS serves as a volunteer support to the Harrisonville Police Department and does not assume any legal authority beyond those granted to any citizen. The volunteer understands they are not serving as a sworn police officer and do not have the authority to make an arrest. **The volunteer must not make any representation that the VIPS is a police officer or has been granted any special authorities. They must refrain from using their position as a VIPS to attempt to influence anyone in any manner.**
- \_\_\_\_\_ Be dependable by performing your duties promptly and reliably. Advise your supervisor as soon as possible if you will be absent or late.

#### VIPS Initials

- \_\_\_\_\_ VIPS are expected to conduct themselves in a professional manner at all times. They must be tactful, control their temper and exercise patience. VIPS shall not use insolent language or express any prejudice or use language demeaning to the public or fellow workers concerning race, sex, religion, politics, national origin, lifestyle or similar personal characteristics while on duty or in the performance of their duties. In many cases you are the public's first impression of the Harrisonville Police Department. When you are acting in the capacity of a VIPS you represent the Harrisonville Police Department. **You must maintain a courteous and professional attitude and appearance at all times.**
- \_\_\_\_\_ VIPS must notify the Volunteer Coordinator of any arrest or citation for any traffic, misdemeanor or felony charge.
- \_\_\_\_\_ Volunteer must notify the Volunteer Coordinator upon terminating their involvement with the program and participate in an exit interview/evaluation. Any identification, shirts, keys, or equipment issued to the volunteer will be relinquished to the Volunteer Coordinator at the time of the voluntary or involuntary termination.
- \_\_\_\_\_ VIPS shall not address a public gathering, talk on radio, TV or to any newspapers about any matters pertaining to the City of Harrisonville or Harrisonville Police Department, in either an official or unofficial capacity unless authorized to do so by the Chief of Police.

- \_\_\_\_\_ Be helpful to the public and the police department's paid staff by maintaining a smooth working relationship.
- \_\_\_\_\_ Learn staff functions and refer the public to the appropriate individual if necessary.
- \_\_\_\_\_ Each volunteer is responsible for reporting hours to the Volunteer Coordinator. Timesheets must be filled out daily and submitted at the end of each month.
- \_\_\_\_\_ Inform your supervisor/Volunteer Coordinator when your time or knowledge may be insufficient to perform the task, as well as voicing concerns, observations, and suggestions.
- \_\_\_\_\_ Be cooperative, by accepting instructions, guidance, and suggestions from staff.
- \_\_\_\_\_ Use only the space, equipment, and materials authorized during your assignment and maintain their good working condition.

**The following behavior may result in Termination:**

**VIPS Initials**

- \_\_\_\_\_ Disruptive behavior (competing with other staff; poor attitude; flirting; repetitive arguments; etc.)
- \_\_\_\_\_ Releasing confidential information – **This can also subject you to criminal prosecution.**
- \_\_\_\_\_ Sexual harassment, inappropriate touching, sexual or ethnic jokes, etc. – **This can also subject you to criminal prosecution.**
- \_\_\_\_\_ Using volunteer status or identification to solicit free goods, services, or to exert any kind of police authority. Falsely identifying yourself as a police officer for any reason. **This can also subject you to criminal prosecution.**

- \_\_\_\_\_ Dishonesty, lying, cheating, stealing, etc. - **This can also subject you to criminal prosecution.**
- \_\_\_\_\_ Continuous non-excused absences.
- \_\_\_\_\_ Insubordination/Disobeying a direct order.
- \_\_\_\_\_ ~~Disobeying a direct order.~~
- \_\_\_\_\_ Falsification of any information during application process.
- \_\_\_\_\_ Conviction of a crime, other than minor traffic offenses, while a part of the VIPS program.
- \_\_\_\_\_ Consumption of intoxicating beverages while on duty or prior to responding to duty, or use of any illegal controlled substance, narcotics or hallucinogen.

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### DISCIPLINE

#### VIPS Initials

- \_\_\_\_\_ 1. In the event the Harrisonville Police Department receives a complaint from a citizen or other member of the Department about the conduct of a VIPS member, an investigation may be conducted under the direction of the Chief of Police or his designee.
- \_\_\_\_\_ 2. Members violating their oath and/or trust by committing an offense punishable under the laws or statutes of the United States, the State of Missouri, the ordinances of the City of Harrisonville, provisions of the VIPS manual, or who disobeys or fails to execute any lawful order, or who are incompetent and/or negligent in performing their duties are subject to counseling or disciplinary action.
- \_\_\_\_\_ 3. The Harrisonville Police Department may take the following corrective measures in any order:
  - \_\_\_\_\_ A. Oral counseling/Letter of Understanding/Counseling.

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Attachment: VIPS - Volunteer Manual (2016) 1rvs 5-26-18hw (VIPs Revision Review)

1. Oral counseling and Letters of Understanding/Counseling are not to be considered as disciplinary actions. They are used when the problem is a lack of understanding of the policies, regulations, procedures and requirements of the position, rather than intentional or unintentional disregard thereof. Letters of Understanding/Counseling are written documentation that the nature of the problem has been discussed with the member and by the member's signature the member is indicating his/her receipt of counseling regarding the problem.

o \_\_\_\_\_ B. Written reprimand.

1. A written reprimand is used for minor offenses arising from the intentional disregard of policies, regulations, procedures, or requirements of the position. A written reprimand may also include a warning that if the problem persists, removal from the program may result.

o \_\_\_\_\_ C. Removal.

1. VIPS members are "At Will" volunteers and can be removed from the program at the sole discretion of the Chief of Police or his designee.

**VIPS Initials**

- o \_\_\_\_\_ 4. Disciplinary actions shall be documented and permanently retained in the member's file.
- o \_\_\_\_\_ 5. The volunteer understands that they do not have the right to continue their status or utilize appeal rights as a volunteer if terminated. The volunteer also understands that they are not an employee of the City of Harrisonville or any department thereof and not eligible for any remuneration or benefits of any kind or nature.

**CONFIDENTIALITY**

**The nature of the work of the police department requires a strict rule of confidentiality for all volunteers. No information gained as a result of your volunteering with the Harrisonville Police Department may be divulged to anyone**

Attachment: VIPS - Volunteer Manual (2016) 1rvs 5-26-18hw (VIPS Revision Review)

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outside the department. Failure to comply with this rule may result in termination and possible **CRIMINAL PROSECUTION.**

In addition, I agree to release the City of Harrisonville, Missouri, its departments, and employees from accountability for any accident, injury, or other liability incurred or suffered by me while carrying out the duties of a volunteer in police service.

The undersigned agrees to the work relationship and all guidelines of conduct, procedures, and duties as described previously in the VIPS Manual on

(Date): \_\_\_\_\_

Volunteer: \_\_\_\_\_

Volunteer Coordinator: \_\_\_\_\_

### EVALUATION OF THE PROGRAM

The Volunteer Coordinator may evaluate individual volunteers and continuously evaluates the program’s responsiveness to the needs of everyone involved to include: paid staff working with the VIPS, the volunteer, the department and citizens. The Volunteer Coordinator obtains input from the department employees, the volunteer and the community when assessing the value of a volunteer’s work in a position. Three

points are considered when evaluating the volunteer program’s goal of providing effective services at lower cost or better service without additional expense.

- What effect are volunteers having on service costs?
- What effect is assistance from volunteers having on paid staff – is the volunteer easing the burdens of regular employees?
- Are desirable extra services occurring? Is the work performed of value to the community?

Consideration is also given to meeting the goal of involving citizens in the department.

- Does the volunteer feel his/her effort is achieving a worthwhile goal?
- Are contributions from the volunteer appropriately recognized?

- Are opportunities to incorporate volunteer talents into the work taken advantage of?
- Is the volunteer responsive to citizens?

### **Recognition:**

A volunteer's compensation is job satisfaction. Volunteers have the option of being re-assigned within the department if he/she is unhappy with their present assignment.

Volunteers, ~~like any other employee,~~ need to be recognized for their contributions to the department. ~~Unlike paid staff, which are typically compensated with pay as well as job satisfaction, volunteers must be rewarded in other ways.~~ Volunteers ~~may~~ be motivated by work ethic, performance rewards or by personal rewards.

Performance rewards that focus on how well they did the job include:

- Expanding the volunteer's area of responsibility based on proven performance.
- Asking experienced volunteers to orient and train new volunteers in a specific task.
- Providing expanded training opportunities for the volunteer based on demonstrated skills, aptitude, and likelihood of continued service.
- Celebrating successful completion of an important project or report.
- Providing tangible awards, such as recognition pins or certificates, which mention specific accomplishments or cite years of service.
- Mentioning specific volunteer contributions or accomplishments in documents, such as the department annual report, communications to the governing body, or the annual budget.
- Publicizing specific volunteer accomplishments in the local newspaper or media and at public meetings.

The department holds an annual volunteer awards ceremony to provide a public setting for the distribution of recognition certificates and review of volunteer accomplishments.

Recognition rewards that appeal to an individual's personal needs include:

- Treating volunteer personnel with the respect shown paid personnel to include solicitation of experienced volunteer input in decision-making processes.
- Getting to know volunteers as individuals by talking with them over coffee or lunch.
- Finding meaningful work for volunteers to do whenever they have free time or telling them in advance when they may take a day off because there won't be any work for them.
- Paying attention to how volunteers fit into the organization and providing them with ~~workspace~~, supplies, copies of work-related reading, and outside agency training.
- Watching for and dealing with any problems between paid staff and volunteers.
- Submitting program information about volunteer service and the names of specific volunteers to local, state, and national volunteer recognition events.
- Providing assistance and encouragement to volunteers who seek to use volunteer experience as a basis for finding a paid position.

Harrisonville Police Department – VIPS Application and Personal History Statement



## *Volunteers in Police Service (VIPS)*

**Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701. (816) 380-8940**

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**Dear VIPS Applicant:**

Thank you for your interest in becoming a Volunteer in Police Service. Enclosed is an application for you. Please return the entire completed and notarized application packet to:

Volunteer Coordinator  
Harrisonville Police Department  
205 North Lexington St.  
Harrisonville, MO 64701

The Harrisonville Police Department Volunteers in Police Service Program (VIPS) emphasizes service to the community as a whole. Volunteers assist officers in tasks that are on- going and necessary to the public safety mission. Confidentiality is imperative and all potential volunteers are subject to a background investigation prior to acceptance. The level of background investigation will be based upon the volunteer position being sought.

A general knowledge of office procedures is helpful, but not necessary. We can utilize persons who are willing to do repetitious tasks.

After your application has been processed, you will be called to set up an appointment for an interview. Again, thank you for your interest in VIPS. I look forward to meeting you!

Sincerely,

VIPS Coordinator

Revised 09.26.16

Attachment: VIPS Volunteer Application 2016rvs 5-26-18hw (VIPS Revision Review)

Harrisonville Police Department – VIPS Application and Personal History Statement

## *Volunteers in Police Service (VIPS)*

Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701 · (816) 380-8940

### MISSION STATEMENT

It is the mission of the Volunteers in Police Service (VIPS) to assist Harrisonville Police Department in any way deemed needed and necessary to enable sworn officers to fulfill their assigned duties in service to the community.

In support of the mission:

- As VIPS, we believe we can accomplish this mission by performing assigned tasks wherever needed.
- We recognize that as VIPS, we ~~would~~will be under the direction of the officer or employees responsible in the respective work area.
- As VIPS, we also recognize that **all information** we acquire while on duty is **to be kept confidential**.
- Our goal as VIPS is to perform our duties in such a way that we are able to gain and maintain the approval and trust of those with whom we work.
- As VIPS, in agreement with Harrisonville Police Department, we will respect and practice sensitivity and understanding of the cultural and ethnic diversity of the City of Harrisonville and of those with whom we work.

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Attachment: VIPS Volunteer Application 2016rvs 5-26-18hw (VIPS Revision Review)

Harrisonville Police Department – VIPS Application and Personal History Statement

## *Volunteers in Police Service (VIPS)*

Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701 · (816) 380-8940

### GUIDELINES

#### PURPOSE:

To specify procedures, rules, and regulations that will guide the overall operation of the Harrisonville Police Department's Volunteers in Police Service (VIPS) program.

#### POLICY:

Volunteers provide valuable and necessary additional services to Harrisonville Police Department on a daily basis through the Volunteers in Police Service program. In order to maximize the productivity of this program, the following procedures and regulations are established.

#### ELIGIBILITY:

Volunteers must be at least eighteen (18) years of age and, pass a background check and be a resident of Cass County.

#### APPLICATION:

- Volunteer applicants must complete an application/background questionnaire and submit it to the VIPS Coordinator.
- Background investigations will be conducted on each of the volunteer applicants.
- The VIPS Coordinator and/or the supervisor for whom the volunteer will be working may interview volunteer applicants.

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## *Volunteers in Police Service (VIPS)*

**Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701 · (816) 380-8940**

### **ASSIGNMENTS:**

Volunteers are not required to work on days that have been designated as holidays by the City of Harrisonville.

An area for parking will be provided for volunteers as necessary.

Those volunteers who wish to terminate their status are requested to provide written notification to the VIPS Coordinator at least fourteen (14) days prior to the effective date.

A copy of the notification should be directed to the volunteer’s immediate supervisor. The volunteer’s identification badge and all assigned equipment/clothing shall be returned to the VIPS Coordinator.

### **CONDUCT IN PERFORMING ASSIGNMENTS:**

All organizations have guidelines they follow to provide for order and management. A volunteer’s work for Harrisonville Police Department entails the same responsibilities as required of all Harrisonville Police Department employees.

Volunteers will conduct themselves in a manner that brings respect to themselves and to Harrisonville Police Department. Volunteers will perform their duties in an impartial manner consistent with the Harrisonville Police Department’s policies.

Volunteers shall treat **all information** that they receive from reports, officers, or victims **as confidential**.

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Volunteers shall not use their association with Harrisonville Police Department to seek favors for themselves or others.

Volunteers shall not discuss any aspect of a crime or an investigation with any person unless directed to do so by their immediate supervisor. People seeking information or advice on a criminal case shall be referred to the investigating officer or a supervisor.

Volunteers who observe apparent misconduct by employees or volunteers shall report that misconduct to their immediate supervisor. **All concerns/complaints must follow**

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Harrisonville Police Department – VIPS Application and Personal History Statement

**the chain of command.**

Volunteers are expected to dress in compliance with other Harrisonville Police Department employees and their guidelines or as required by their supervisor.

Volunteers are not allowed to carry any weapon on their person while on duty. This includes those that may have a concealed carry (CCW) permit.

**RIDE ALONG PRIVILEGES:**

Volunteers are required to complete 12 hours ride along as part of the application process. This requirement may be scheduled in increments equaling 12 hours total. After meeting this initial requirement, VIPS, may participate in the Ride along Program up to once a month. Spanish-speaking Ride along participants and other foreign language interpreters are not limited in the number of times they may participate in the Harrisonville Police Department Ride along Program. Animal control volunteers will not participate.

**DISMISSAL:**

Volunteers, like all Harrisonville Police Department employees, are subject to dismissal for failure to follow the guidelines for behavior set forth by the department.

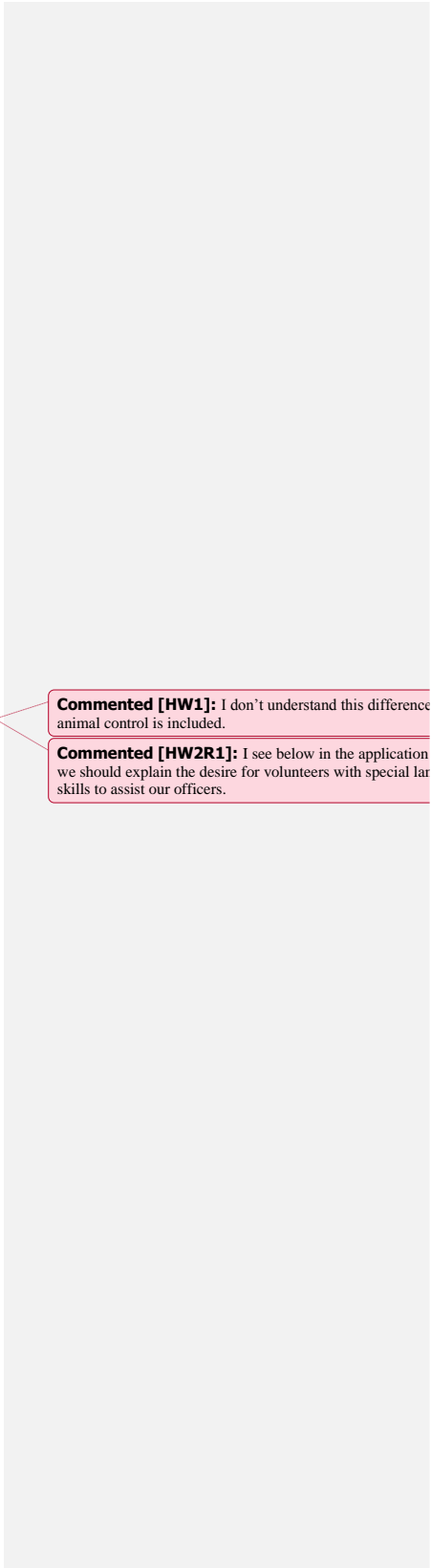
Volunteers are subject to removal from the program at the discretion of the Police Chief or the VIPS Coordinator.

Reasons for removal include, but are not limited to, the following:

- Committing a felony or misdemeanor.
- Reporting for service in an intoxicated state or possession of intoxicants on the job.
- Improperly releasing confidential information.
- Failure to report for service assignment without a justifiable cause.
- Misconduct (to include use of profane or abusive language).

The volunteer’s identification badge, equipment and clothing shall be given to the

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**Commented [HW1]:** I don't understand this difference animal control is included. hy

**Commented [HW2R1]:** I see below in the application we should explain the desire for volunteers with special lar skills to assist our officers. ut

Attachment: VIPS Volunteer Application 2016rvs 5-26-18hw (VIPS Revision Review)

Harrisonville Police Department – VIPS Application and Personal History Statement

volunteer’s supervisor who will forward it to the VIPS Coordinator.

### *Volunteers in Police Service (VIPS)*

**Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701 · (816) 380-8940**

## **APPLICATION & PERSONAL HISTORY STATEMENT**

*(Please print or type)*

### **PERSONAL INFORMATION:**

Last Name:
First Name:
Middle Name:
Address:
City, State: Zip Code:
Date of Birth: Sex:
Are you related to anyone currently employed by the City of Harrisonville OR now serving on City Council? <input type="checkbox"/> yes <input type="checkbox"/> no    List name and relationship:
Social Security Number:
Place of Birth (City, State, Country):
Other names used:
Home Phone:
Cell/Pager:
Work Phone:
Email Address (if applicable):
Previous Address(s) Last <b>5</b> years:
<b>Address #1:</b> <span style="float: right;"><b>Address #4:</b></span>

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Harrisonville Police Department – VIPS Application and Personal History Statement

<b>Address #2:</b>	<b>Address #5:</b>
<b>Address #3:</b>	<b>Address #6:</b>

**EDUCATION BACKGROUND AND MILITARY EXPERIENCE:**

Please circle the highest level of education completed: High School <b>1 2 3 4</b> College <b>1 2 3 4 5 6 7 8</b>
High School/City, State:
College/City, State:
Degrees or Certificates Earned:
Military Service Branch:
Rank:
Time Served:
Date Discharged:
Do you speak or read a foreign language?
If yes, what language(s)?

**Commented [HW3]:** Associates Degree, Bachelor Degree, Masters Degree, Doctorate

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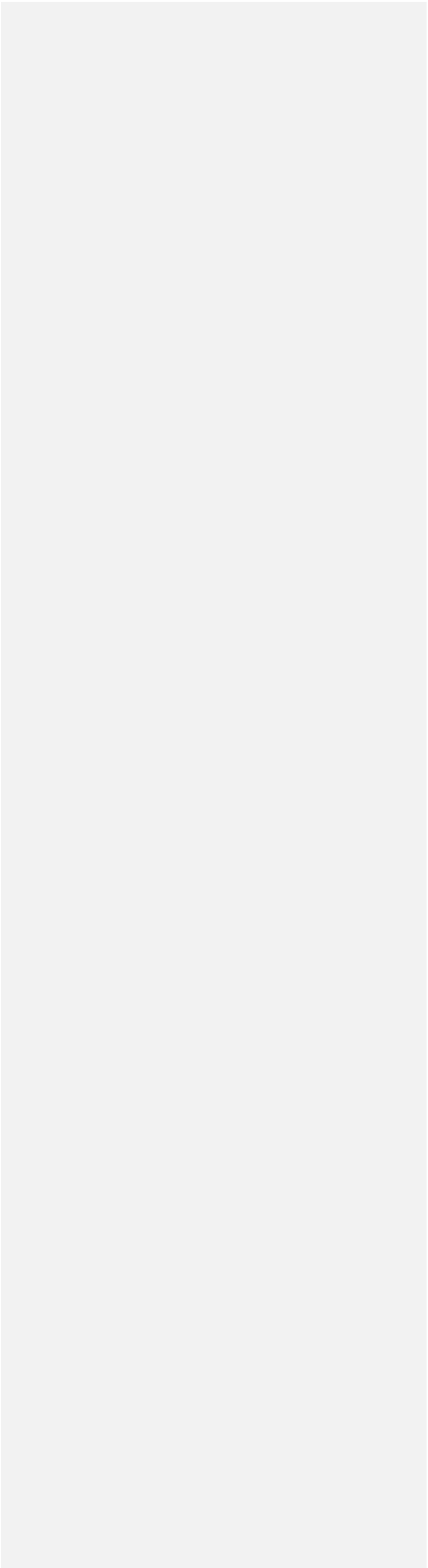
Harrisonville Police Department – VIPS Application and Personal History Statement

**CRIMINAL HISTORY AND DRIVING RECORD:**

Driver' s License Number and State:	
Has your license ever been suspended or revoked?	Yes No
Traffic citations and accidents for the last 5 years:	
Have you ever been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony, other than traffic, either as an adult or juvenile? Yes No	
Have you ever been convicted of a crime? Yes No  <i>*Conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying.</i>	
If yes, please explain:	

If yes, list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary.	
Date:	
Agency or Court:	
Charge:	
Sentence:	
Disposition:	
Date:	
Agency or Court:	

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Harrisonville Police Department – VIPS Application and Personal History Statement

Charge:
Sentence:
Disposition:

Have you ever used illegal narcotics/drugs of any kind? Yes No
If Yes, what drugs were used? List approximate date of usage.
Have you ever sold or distributed illegal narcotics/drugs? Yes No

**REFERENCES:**

<b>DO NOT USE FAMILY MEMBERS AS REFERENCES.</b> List 3 individuals you have known for at least 5 years. Please list name, complete address, and telephone number.
<b>Name:</b>
Phone:
Street Address:
City, State, Zip Code:
<b>Name:</b>
Phone:
Street Address:
City, State, Zip Code:

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Harrisonville Police Department – VIPS Application and Personal History Statement

Name:
Phone:
Street Address:
City, State, Zip Code:

**EMPLOYER HISTORY:** (Please fill out completely)  
 List employment for the last 5 years beginning with the most recent.

<b>Firm Name, Supervisor</b>
Date From/Date To (Month/Year)
Street Address
City, State, Zip Code
<b>Firm Name, Supervisor</b>
Date From/Date To (Month/Year)
***
City, State, Zip Code
<b>Firm Name, Supervisor</b>
Date From/Date To (Month/Year)
Street Address
City, State, Zip Code

<b>Firm Name, Supervisor</b>
Date From/Date To (Month/Year)
Street Address

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Harrisonville Police Department – VIPS Application and Personal History Statement

City, State, Zip Code

<b>Firm Name, Supervisor</b>
Date From/Date To (Month/Year)
Street Address
City, State, Zip Code
<b>Firm Name, Supervisor</b>
Date From/Date To (Month/Year)
Street Address
City, State, Zip Code

**VOLUNTEER INTEREST:**

How much time do you have to volunteer? (Please circle)	Hours per week:	2	5	10	15		
Hours/Days available:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
List any skills or interests, which would assist in placing you in an appropriate assignment. Attach additional sheets if necessary.							
Please list any memberships in any community organizations and previous/present volunteer experience.							

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Harrisonville Police Department – VIPS Application and Personal History Statement

Briefly, state why you wish to volunteer your time to the Harrisonville Police Department. (Use additional sheet if necessary) <b>This question must be answered.</b>
Do you have any special medical or other needs?

**EMERGENCY CONTACT INFORMATION:**

List persons to notify in case of an emergency.
<b>Name</b>
Relationship
Street Address
City, State
Home Phone
Work Phone
Cell Phone/Pager
<b>Name</b>
Relationship
Street Address
City, State
Home Phone

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Harrisonville Police Department – VIPS Application and Personal History Statement

Work Phone
Cell Phone/Pager

***THIS SECTION FOR SPANISH - SPEAKING RIDE ALONG AND INTERPRETER PROGRAM APPLICANTS ONLY***

Are you willing to be called out any time of day if needed?	Yes	No
Can we call you at your place of employment if needed?	Yes	No

***THIS SECTION FOR APPLICANTS WHO MAY HAVE INTERACTIONS WITH MINORS OR VULNERABLE ADULTS ONLY***

Have you ever been charged with child neglect or abuse?	Yes	No
Other than the previously provided answers, is there any fact or circumstance involving you or your background, including being the victim of sexual assault as a minor that would call into question your being entrusted with the supervision, guidance and care of young people or persons with special needs?		
Yes	No	

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Attachment: VIPS Volunteer Application 2016rvs 5-26-18hw (VIPS Revision Review)

Harrisonville Police Department – VIPS Application and Personal History Statement

## *Volunteers in Police Service (VIPS)*

Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701 · (816) 380-8940

### **BACKGROUND INVESTIGATION**

I certify that the statements contained in this application and personal history statement are true and complete to the best of my knowledge. I understand that if selected as a volunteer, any false or misleading information given in my application, resume or interview(s) may result in immediate dismissal. I authorize the City of Harrisonville to verify all statements contained in the volunteer application and personal history statement and to make reference and background checks as its representatives deem necessary. You are hereby authorized to make any investigation of my personal character, academic record or employment history, and I release all parties from any claim arising in connection with their giving the same to you.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **CONFIDENTIALITY AGREEMENT**

I have read the VIPS Guidelines and agree that I shall treat all information I receive from reports, officers, or victims as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I agree that I will not use my association with Harrisonville Police Department to seek favors for others or myself.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

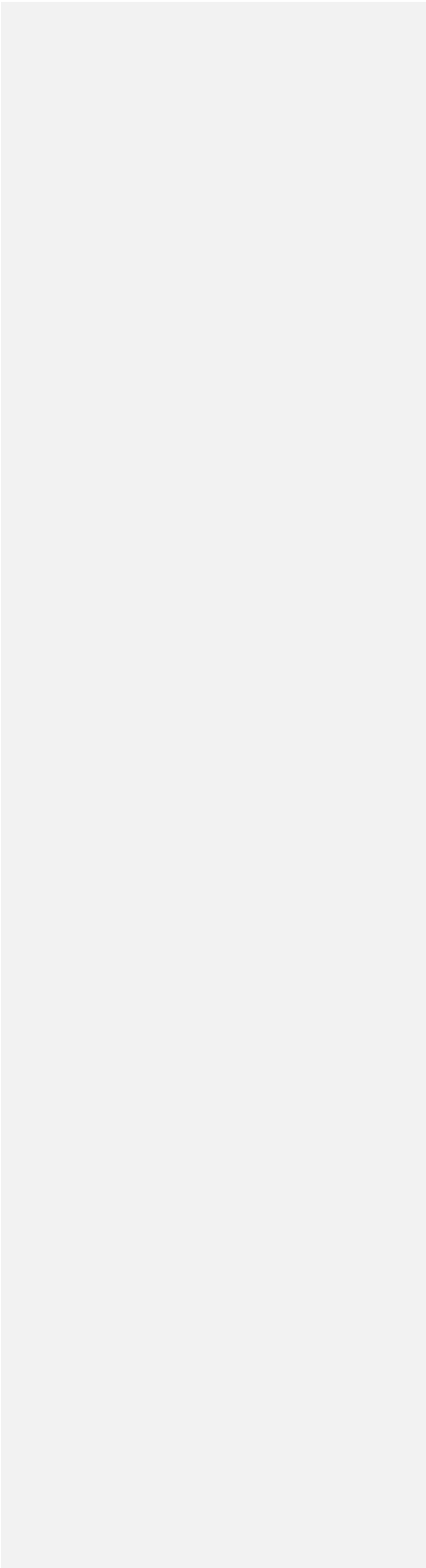
### **INFORMATION AUTHORIZATION**

I hereby authorize any city, county, state, former employer, or any other agency to furnish to any member of Harrisonville Police Department any information considered necessary for the purpose of processing this questionnaire. A copy of this authorization shall be considered as valid as the original.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Attachment: VIPS Volunteer Application 2016rvs 5-26-18hw (VIPS Revision Review)

Harrisonville Police Department – VIPS Application and Personal History Statement

## *Volunteers in Police Service (VIPS)*

Harrisonville Police Department · 205 North Lexington · Harrisonville, MO 64701 · (816) 380-8940

### **LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT**

I understand that I am not an employee of Harrisonville Police Department. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the Harrisonville Police Department and/or observe members of Harrisonville Police Department perform their duties. I understand that my status as a Volunteer in Police Service (VIPS) may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Harrisonville and Harrisonville Police Department harmless. I agree to indemnify the City of Harrisonville, Harrisonville Police Department, and their agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

Signature: \_\_\_\_\_ (Must be signed in presence of notary)

Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO BE ME on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public  
My Commission Expires: \_\_\_\_\_

Revised 09.26.16

Attachment: VIPS Volunteer Application 2016rvs 5-26-18hw (VIPS Revision Review)