



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



330.01 VOLUNTEER PROGRAM 09-16-91

PURPOSE

To outline procedures for the management and evaluation of the Volunteer Program.

POLICY

That any section with volunteer employees properly manage and evaluate the Volunteer Program.

PROCEDURE

To manage and evaluate the Volunteer Program, Section supervisors having volunteer employees shall:

- A. Assume responsibility for the "on-the-job" training each volunteer will need to accomplish their individual job.
- B. Notify the Volunteer Coordinator, Community Resources Section, of any problems regarding a volunteer employee.
- C. If volunteers are required to drive a City vehicle while on duty, submit requests as outlined in G.O. 420.06.
- D. Submit a monthly progress report by the 10th of each month providing the following:
 1. The dates and hours worked for each volunteer for the previous month.
 2. A short resume of the type of work performed.
 3. A short descriptive evaluation of the volunteers performance.
- E. Submit request memorandums for any replacements or additional positions to the Volunteer Coordinator, Community Resources Section.