

V.R.U. VOLUNTEER RESPONSE UNIT



YAMHILL COUNTY SHERIFF'S OFFICE VOLUNTEER PROGRAM POLICY MANUAL

APPROVED: JANUARY 18, 2011

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Section 1: Administrative

General Provisions

A. Title

This manual shall be known as the Yamhill County Sheriff's Office Volunteer Response Unit Policy Manual.

B. Purpose

The information contained in the pages of this manual are supplemental policies of the Yamhill County Sheriff's Office written policies for volunteers, and responsibilities of each volunteer member, as approved by the Yamhill County Sheriff. Policies outlined herein are subject to change with the issuing of "General Orders" of the Sheriff. When the "General Orders" are issued, they shall be properly inserted into this Policy Manual.

Introduction

All VRU members shall obey the orders of the Sheriff, all supervisory personnel, and all Rules and Regulations, Directives, etc., of this Manual, and shall further abide by the applicable policies of the Yamhill County Sheriff's Office and Yamhill County.

This manual is intended to be user-friendly. All VRU members are expected to be knowledgeable of this manual's contents and sign off on their review of, annually.

The VRU Board Officers and Board of Directors (both as defined in the Bylaws and Constitution of VRU) shall interpret the contents of this manual.

Throughout this manual as well as other Volunteer Response Unit documents, Volunteer Response Unit may be abbreviated as "VRU".

Volunteer Mission Statement

"The mission of the Yamhill County Sheriff's Office Volunteer Response Unit is to effectively assist the Sheriff's Office by integrating volunteers to train and participate in a variety of opportunities to positively contribute to our communities."

Definition of a VRU Member

VRU member – Any person who has met the minimum pre-appointment criteria, expectations, and consents to meet future training requirements. He/She is appointed as a volunteer only and is not vested with any law enforcement authority. The VRU members of the Yamhill County Sheriff's Office are volunteer members whose purpose is to assist the citizens of Yamhill County and the Yamhill County Sheriff's Office in the community.

All applicants will be screened as soon as possible after their applications have been received. The Volunteer Coordinator and VRU Board will interview volunteer applicants and provide information about the tasks to be performed, their importance and what is expected from them. Information from this interview will be documented on the Interview Summary form.

All Volunteer applicants will be rapidly and properly screened so that placement may proceed without delay.

Volunteer Role

The volunteers in the VRU program will function in the following manner:

- A. Assist in, but not limited to programs such as:
 1. Various security efforts.
 2. Traffic surveys.

- 3. Radar trailer placement.
- 4. Administrative office assistance.
- 5. Community event participation.
- B. Assist Law Enforcement to educate citizens on safety and awareness.
- C. Miscellaneous duties pertaining to Law Enforcement as assigned by the Sheriff's Office.

Qualification Requirements

- A. Have no felony convictions, violent misdemeanors, or poor driving record.
- B. Be of good moral character.
- C. Be at least eighteen (18) years of age.
- D. Be willing to volunteer at least 38 hours per year to assist the Yamhill County Sheriff's Office – specifically, at least 2 hours a month, and attendance at a minimum of 7 meetings (at 2 hours each).
- E. Have on file a complete, processed application for Volunteer Program.
- F. Successfully complete the Volunteer Program Training Course, as required by the Yamhill County Sheriff's Office.
- G. Meet any other requirements for VRU members, as directed by the Yamhill County Sheriff's Office.

Check-In Syllabus

Upon acceptance for membership from the Volunteer Coordinator and Sheriff, new VRU members are required to begin a Check-In Syllabus. This list of requirements offers an orientation of the office, key personnel, and divisions within the Sheriff's Office. The syllabus should be completed within 60 days time.

Volunteer Recruiting

Volunteers shall be recruited utilizing existing resources such as the media and Civic/Social Organizations within Yamhill County. Newspapers and other media may be utilized to appeal to the community through articles or Volunteer job ads in the newspapers. Other means of recruiting that may be utilized are:

- A. distributing flyers,
- B. making presentations to other existing volunteer groups,
- C. recruiting at the County/State Fairs and County Events,
- D. encourage current volunteers to recruit their friends,

Recruiting new members to the program should happen any time current volunteers have contact with the general public.

Statements

Members of Volunteer Programs shall be truthful in all official reports, statements, and correspondence. Occasionally you will be required to write a sworn statement on a particular situation.

When you feel that a statement is needed and/or you are requested by a deputy to complete a statement, you will immediately complete the statement form and submit it for their review. A sworn statement is an exact account of what you have witnessed in that situation. **BE DETAILED** – answering who, what, when, where, how and why. Use any and all notes you have written to refresh your memory.

Court Testimony

Occasionally, a VRU member's report may be cleared by an arrest. At that time, the member may be subpoenaed to appear in court and/or be deposed in reference to that case. Therefore, it is important that members of the VRU be cooperative and truthful when testifying in any court, administrative hearing, or internal investigation.

VRU members will be expected to attend all scheduled court appearances that are generated by any offense/incident report and/or arrest report, which bears their name as a witness or indicates they have material evidence to give in such case. If required to appear in court, VRU members will be in uniform, with grooming and uniform both neat and clean. Hats will not be worn while in court.

Public Contacts

Elements of courtesy consist of a quiet, unassuming manner based on a sincere consideration of the feelings of others. Members of the VRU shall listen to and answer carefully and courteously all inquiries made by citizens, other volunteer program members, and the Sheriff's Office regular members alike, and shall give information in the spirit of cheerful willingness with a sincere desire to be helpful. A lack of interest in what is being said to you is a breach of courtesy.

Personal Information

A. It shall be the responsibility of every Volunteer Program member as a part of their duty to keep their Volunteer Coordinator, in writing, advised:

1. of their current address (mailing and/or residence)
2. telephone number, email, and
3. information on whom to notify (name, address, telephone number,

relationship to member) in case of emergency.

B. Use of alcohol/narcotics shall be governed by these guidelines, and YCSO Policies.

1. No Volunteer Program member shall consume or use any kind of intoxicating beverage or narcotic while on duty.
2. No Volunteer Program member shall report for duty or be on-duty while under the influence of any alcoholic beverage or drugs, or be otherwise unfit for duty because of such use. The odor of alcohol on their person shall be considered presumptive evidence of being under the influence.
3. No intoxicating beverage shall be consumed by members of the Volunteer Program on the premises occupied by any division of the Yamhill County Sheriff's Office.

C. In the event that a Volunteer Program member is approached for an unlawful act or issued a citation from any law enforcement official, such occurrence must be reported to the Volunteer Coordinator in writing, within 24 hours.

Table of Organization

A. The Volunteer Coordinator shall act as liaison between the Sheriff's Office and the volunteers. The Volunteer Coordinator shall have the responsibility of planning public events with citizens/community event leaders and the volunteer members.

Selection for membership, tenure, and involuntary separation from this program shall be the ultimate and final decision of the Yamhill County Sheriff or his designee.

1. Work schedules, equipment, training, grievances, and work performance evaluations shall be the responsibility of the Volunteer Coordinator.

2. Members of the VRU will be under the direct command of the Volunteer Coordinator, VRU Board, Incident Commander, YCSO Supervisor, and, ultimately, the Sheriff of Yamhill County.

B. There are no rank designations other than officer positions of the VRU Board.

C. Chain of command (procedural and administrative) is as shown in the diagram below. In every organization there is a chain of command. In the VRU, while on-duty, the following procedural chain of command will be adhered to. This chain of command is basically for procedural or legal questions not covered in the Standard Operating Procedures Manual.

If an administrative question arises, such as work schedule, grievances, training, personal problems, etc., you will adhere to the Administrative Chain of Command.

ADMINISTRATIVE CHAIN OF COMMAND

SHERIFF
ADMINISTRATIVE SUPPORT PROGRAM MANAGER
VOLUNTEER COORDINATOR
BOARD MEMBERS
MEMBERS AT LARGE
MEMBERS

Documentation of Volunteer Hours

All Volunteers are required to accurately document the number of hours of service provided to the Yamhill County Sheriff's Office. This will be done to keep an accurate record of all services performed by the Volunteers. Additionally, for worker's compensation and damage claim coverage, all sign-in sheets for events and volunteer time sheets must be turned in monthly to the Volunteer Coordinator by the determined day of the following month. See Section 6 of the VRU Standard Operating Procedures Manual for a copy of the Volunteer Time Sheet.

Conduct

As partially derived from the Yamhill County Sheriff's Office Policies Manual:

A. Volunteers shall conduct themselves both on and off-duty in a manner that does not damage or have the probable expectations, in the mind of a reasonable and prudent person, of damaging or bringing the agency's public image, integrity or reputation into discredit or disrepute.

B. Volunteers shall be courteous at all times to everyone and shall control angry outbursts and not engage in argumentative discussions. Volunteers shall not use coarse, violent, profane, or insolent language or gestures.

C. Volunteers shall not express prejudice, or make prejudicial remarks concerning race, religion, disability, sex, sexual preference, politics, nationality, lifestyle, or personal characteristics.

D. Volunteers shall not use their positions as volunteers of this Sheriff's Office to secure any right, privilege, or benefit that they would not otherwise have received, nor secure for another any such right, privilege or benefit to include but not limited to:

1. Misuse of Identification: Volunteers shall not use official identification to avoid the consequences of an unlawful act or to obtain services not offered to the general public.

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2. Misuse of Privileged Information: Volunteers shall not use information gained through their affiliation for their personal benefit, or benefit of their friends or family.

3. Enforcement and Referrals: Volunteers shall not in any manner recommend or suggest the selection or procurement of a particular product, professional service, or commercial service (i.e., attorneys, morticians, private requests for towing, or ambulance service) to any person if in doing so it would be, or appear to be, under the color of authority confirmed by their status as a volunteer of the Sheriff's Office.

4. Misuse of Sheriff's Office Property: Volunteers shall not utilize equipment or supplies, owned by the Yamhill County Sheriff's Office or Yamhill County for personal use or benefit.

Section 2: Volunteer Supplies

The following will describe the type of uniform and equipment used by members of the VRU.

A member shall immediately surrender, in good condition, to the Volunteer Coordinator, all property and equipment owned by the Yamhill County Sheriff's Office, before any extended leave of absence, resignation, or any other reason a member of the VRU leaves the program; normal wear and tear is acceptable. The Volunteer Coordinator shall promptly advise the Quartermaster of the disposition of the said property, and have it logged on the electronic inventory form.

Uniforms

A. Members of the VRU shall wear uniforms and equipment as designated by the by the Yamhill County Sheriff's Office.

1. Uniform shirts, short and long sleeved, trousers (pants), jacket, name tag and applicable insignia (in silver color) will be provided by the Yamhill County Sheriff's Office.

2. Black accessories (shoes/boots and belt) will be provided by the individual VRU member. A complete list of uniform and equipment can be found in Section 6 of the VRU Standard Operating Guidelines Manual.

3. Volunteer knit polo will be provided by the Yamhill County Sheriff's Office.

B. Under no circumstances will members of the Volunteer Program wear any item of uniform when off-duty.

Duty Belt

A. Each member of the Volunteer Program is encouraged to obtain and wear a VRU approved duty belt. The belt and liner belt including its supplies are to be tracked by the Quartermaster. If the belts and/or supplies are not available, members may purchase them. It is recommended to ask the assistance of the VRU Board for information on brand and model of belt and belt accessories to ensure uniformity amongst the members. The board members can obtain the necessary items for you if desired. The following are suggested supplies:

1. Radio holder. One of large size designed to accept commercial radios.
2. Oleoresin Capsicum (O.C.) spray holder, post proper training and approval.

3. D cell flashlight ring holder.

4. Latex double glove pouch.

5. Silent key holder.

6. Cell phone holder

B. VRU members will not carry a firearm while serving in the capacity as VRU member.

Assigned Equipment

A. Each member will be issued a duty bag. Again, supplies for this bag are to be purchased and collected by the member. A suggested supplies list is located in Section 6 of the VRU Standard Operating Procedures Manual. The following are to include, but not limited to YCSO issued items, and to be kept in your duty bag.

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1. Winter jacket
 2. Rain jacket
 3. Traffic safety vest
- B. Members of the VRU, when operating a county vehicle, shall have in their possession their valid Oregon driver's license.
- C. All members, while in a county vehicle, shall use seat belt/restraint devices, as provided under Oregon Statute.
- D. Volunteer Program members, when operating a county vehicle, shall obey all Yamhill County Ordinances and State Traffic Laws.
- E. Members of Volunteer Program shall not add, take away from, or modify in any manner any equipment, including radio, lights, or any other device assigned to the county vehicle.
- F. Cellular devices are not to be utilized while driving, unless hands-free accessories are incorporated.

Section 3: Volunteer Responsibilities

Uniform and Appearance

As partially derived from the Yamhill County Sheriff's Office Policies Manual:

A. Personal Grooming and Hygiene.

1. All volunteers shall be neat, appearing well groomed, and clean in their person and manner of dress. Members shall maintain their teeth, hair and body in a clean and healthy state to the best of their ability. Fingernails will not be of such length as to impair the performance of their assignment.

B. Hair styles.

1. Hair must be clean, neat, and combed. Volunteers are required to style their hair in such a manner as to not interfere with the wearing of headgear.

2. Volunteers shall wear their hair in a style that will not create a safety hazard or would be distasteful to the general public. However, because of their assignment, members may seek exemption from these regulations from the Sheriff.

3. Hair styles or facial hair shall be contemporary but not conspicuous by its extreme nature.

C. Uniforms.

1. Uniforms shall be worn as prescribed by Yamhill County Sheriff's Office policies and procedures. Uniforms shall be kept neat, clean (which includes shined shoes at the beginning of each shift at least), and without wrinkles when reporting for duty. If the uniform is soiled during the shift it shall be changed as soon as practical.

Reporting for Duty

A. Report for duty in proper uniform.

1. Office issued uniform.

2. Black shoes/boots and belt.

3. Brown (dark) trousers.

4. No firearms or any other type of weapon (with the exception of O.C. Spray, following qualified training and approval) will be carried on yourself or in volunteer vehicles at any time.

6. Volunteer Identification Card.

7. Notebook and black ballpoint ink pen.

8. Your grooming should be neat and clean.

9. Your uniform should be clean, pressed, and worn properly. The more professional you appear, the better you will be accepted by the general public. Be proud of the uniform you are wearing and the job you are doing.

10. Be prompt when reporting for duty.

11. Notify Volunteer Coordinator or Point of Contact of your arrival.

B. When Volunteer Program personnel cannot fulfill a scheduled duty assignment due to an illness or pressing personal business, he/she will notify the Volunteer Coordinator at least four (4) hours prior to the start of his/her shift. Additionally, prior to contacting the Volunteer Coordinator, they will perform all possible efforts to find a replacement volunteer to cover their shift and notify the coordinator who will be replacing them. If upon exhausting all

possible attempts, without success of finding a shift replacement, this must be explained to the Volunteer Coordinator so he or she can plan accordingly.

Briefing

Prior to special events, participating members are required to attend a pre-event meeting for assignment of duties and detail announcements pertaining to the event.

Operating Radio Equipment

When you begin your shift, it may be necessary to inform YCOM that you will be on-duty. This informs other on-duty personnel that you are working as well.

- A. You will observe times of heavy radio traffic on the radio, and it is your responsibility to wait for open airtime to contact your dispatcher.
- B. Patrol communications are top priority for radio traffic – unless it is an emergency.
- C. As a Volunteer Program member, you are not authorized to respond to YCOM on:
 - 1. officers requesting backup,
 - 2. vehicle pursuits,
 - 3. any other calls that require the attention of law enforcement personnel, except by special request by the Sheriff's Office.
- D. Speak slowly and clearly. The next topic will describe the use of Dispatch Codes and the Phonetic Alphabet.
- E. Sound professional – think before you talk. Remember, many people can hear you. Even those you do not know. Many people in radio coverage range listen to radio scanners, which allow any person, of any age, race, or title, to hear what you say. If necessary, first tell yourself what you want to inform the other person you are communicating with.
- F. Avoid giving details like “on-duty, murder scene”, or other sensitive information that may attract an unnecessary audience.
- G. Occasionally, especially on overnight crime scene containment details, your dispatcher may ask how often they should call to check your status. Typically, hourly checks are good.
- H. Avoid using CB radio jargon. This is frowned upon and is not acceptable.
- I. Never use foul language, even if it is to quote another person.
- J. Most importantly, use good judgment. If you do not have to use the radio, don't.
- K. When your shift ends, remember to call and inform YCOM of this.

Reporting On/Off-Duty Via the Radio

- A. By utilizing your radio and depressing the microphone key, you will advise Dispatch that you are on or off duty in the following way:
 - 1. When you need to inform dispatch of an update to your situation, say “YCOM”, followed by your radio number. example: “YCOM, 532”. Then wait for them to reply back. Dispatch will typically say your radio number acknowledging that you have radio traffic for them.
 - 2. You can now inform them of your disposition. example: “532 on duty, special detail, Roger's Landing”.
 - 3. When leaving a scene or shift, inform YCOM. example: “532 off duty”.

Patrol Techniques

Start of shift –

- A. VRU members should notify, and if necessary, schedule the patrol you and your partner plan to perform with the Point of Contact or Shift Supervisor.
- B. Details such as location, hours you expect to work and type of patrol should be prearranged.
- C. When not assigned to a specific complaint by dispatch, you will patrol as much as possible in residential neighborhoods in the district assigned to you at the beginning of your shift. Keep in mind area checks and roll call information as you are patrolling.
- D. When conducting these routine patrols, your main objective should be observing suspicious and unusual activity. This can be in the form of a person and/or vehicles. Observe, record, and report activity out of the norm.
- E. Routine patrol should be conducted during the entire shift, with the exception of being sent on calls from dispatch. After properly completing such calls, routine patrol will continue.
- F. Become familiar with your area of patrol. For example, know who is on vacation, who is expecting company for an extended length of time so you will be aware of unfamiliar vehicles and faces.
- G. Complete a Volunteer Program Field Observation Card when observing any suspicious or unusual activity. If the activity is such that it warrants immediate attention, call dispatch and request that a deputy meet with you. Remember; do not approach suspicious persons or vehicles.
- H. Under no circumstance will you be stopping vehicles. This means for traffic violations and/or criminal cases. At best, traffic stops are dangerous for experienced, trained law enforcement officers. Remember your duty is to observe, record and report.
- I. While on routine patrol you may witness a situation that is too complex or needs the expertise of a certified law enforcement officer. You should immediately advise dispatch to have a deputy meet with you. When the deputy arrives, you will brief him/her as to what you know about the situation and assist him/her with the investigation, if you can.

Report Writing

- A. The necessary forms the Volunteer Program units use shall be filled out as completely and neatly as possible in Printed Block Letters or typed. Said reports will be turned in to the Volunteer Coordinator at the end of the shift. Blank volunteer report forms are available on the computer under the volunteer shared drive folder.
- B. The following procedure will be followed when a report is needed:
 - 1. Check out with dispatch when you have arrived with the complaint.
 - 2. Listen to the complainant and determine if you are able to handle the situation.
- C. All reports shall be completed by the end of your shift. This prevents minor details from being forgotten.
- D. To ensure that the Office functions efficiently, members of VRU shall submit true, accurate and appropriate reports for the records of the Office.
- E. This manual contains samples of all the reports utilized by the VRU. Most of the reports are self-explanatory and require filling in the empty spaces and writing a short narrative. Remember when collecting information for any report to include: WHO, WHAT, WHERE,

WHY, WHEN, and HOW. Keeping these six basic thoughts in mind whenever you are assisting staff will make your job easier and the information useful to all concerned.

Suspicious Persons/Vehicles

Although you will not be dispatched to investigate suspicious persons or vehicles, nor will you be expected to approach anything of a suspicious nature. Many times your observation and report of suspicious activity will be of the utmost importance in solving any number of criminal activities.

The Volunteer Program Field Observation Card should be used to report any incident that you feel needs to be brought to attention. Even if the person(s) or vehicle(s) is (are) of such a suspicious nature that you have called for a deputy and backed away from the location, valuable information (such as the color of the vehicle, description of person, license tag number, etc.) can be recorded on the Field Observation Card. Remember that most crimes are committed very rapidly and recording information as it occurs is the best way to maintain it for future reference. The Volunteer Program Field Observation Card(s) that are filled out should be turned in at the end of your shift to the Volunteer Coordinator.

Volunteer Program Vehicle Log

The Volunteer Program Vehicle Log will be maintained in each Volunteer Program unit and must be completed each time the unit is driven. As the log sheet is completed on the last available section, the full sheet will be forwarded to the Volunteer Program Coordinator for permanent retention, and a new log sheet will be started. Any repairs that are necessary or damage that is noted by the oncoming Volunteer Program shift must be noted. Normal wear and tear of the vehicle is expected, but repairs to the vehicle will not be accomplished if the request is not made by VRU members.

Maintenance, in most cases can be obtained through the Public Works Maintenance Shop, after approval from the Volunteer Coordinator. If in doubt about the vehicle and its operation, do not hesitate to get the Shift Supervisor's opinion and discretion. Remember the unit you are operating is highly visible, marked Yamhill County Sheriff's Office, ultimately owned by the citizens of Yamhill County. Dirty, poorly maintained vehicles give a poor image of you, the Volunteer Program and the Sheriff's Office.

Obtained Evidence or Property

Any monies or other property coming into the possession of any Volunteer Program member shall be delivered by the end of their shift to the proper custodian of such monies or property. Proper reports made of such a transaction must occur. No members shall fabricate, withhold, or destroy evidence or property of any kind while in the performance of their duties.

Volunteers Safety Statement – It is a violation of policy to place any member of the Volunteer Program into a potentially volatile situation. Matters with a high degree of risk will always be referred to a member of Law Enforcement for resolution. If a volunteer is informed of or witnesses, while on duty, a real-time escalated situation, it is not your responsibility to dissolve it physically. It is the duty of a Law Enforcement officer to handle these situations. Your presence and verbal influence as a Sheriff's Office VRU member is the only level of force you are allowed to present. Inform dispatch of the situation and request for Law Enforcement personnel to respond. Remember to take careful observations, as you will be responsible for witnessing and documenting the events as they took place.

Section 4: Assisting in Administrative Duties

Detectives Section

The VRU member(s) will report to the Detective Division for instructions. The volunteer(s) will be responsible for collection of pawn tickets from area pawn shops and the delivery of said pawn tickets to the Detective. The volunteers(s) will then compare pawn tickets to stolen property list and suspect list. Once establishing any evidence of criminal activity, the members will give the detective a written report of their findings.

Purging and Updating Photographic Files

This administrative duty will be requested of the Volunteer Program when needed. The request will be forwarded to the Volunteer Coordinator from the supervisor in the Detectives Section. Once a request has been received, it is the responsibility of the Volunteer Coordinator to assign volunteers to this task. The participating volunteers will report to the Detective Division supervisor for instructions. The volunteers will be supervised by the Detectives. Volunteers will report to this assignment in full volunteer uniform.

Substation Duties

Volunteers will report to their respective district office in full volunteer uniform. They will report to Substation Supervisors for a duty assignment. All related assignments will be under the supervision of district office supervisory personnel. Assignments can include, but are not limited to: computer entries, filing, answering questions, and greeting the general public.

Records Division

Volunteer Program members will report to the Records Division in full Volunteer Program uniform. They will report to the Records Division Supervisor or Volunteer Coordinator for their duty assignment. They will be under the direction and supervision of the Records Division Supervisor. Assignments can include, but are not limited to: filing, sorting files, answering incoming telephone calls, computer entry and fingerprinting.

Delivery of Paperwork

Volunteers will report to duty in full volunteer uniform and will be under the direct supervision of the Shift Supervisor, Volunteer Coordinator or Point of Contact and directed of their assignments. All assignments are non-confidential. This administrative duty can include, but not limited to the delivery of paperwork from the Sheriff's Office or Substation to a specified designated location, at the discretion of said Point of Contact.

Uniform Supply

Volunteers will report to duty in full volunteer uniform. They will be under supervision of the Quartermaster. Their job assignments will be under the directive of said Quartermaster. Assignments can include, but are not limited to: removing patches from uniforms to be destroyed, general disbursement of equipment to members of the Yamhill County Sheriff's Office and data entry.

Section 5: Volunteer Training

VRU Training Opportunities

To be properly trained to conduct the wide variety of volunteer details in the field for the Sheriff's Office, each VRU Member will be trained in the following areas. Re-certification must be completed by each VRU Member for all training categories as necessary. Category 'A' training is required for field response members. Category 'B' will list internal qualifications that are recommended, but not required. Administrative volunteers are not required to participate in the entire training curriculum, but must, at least attend training A.1a (Ethics and Responsibilities of a VRU member).

A. Required Trainings:

1. VRU or Sheriff's Office Citizen's Academy
 - a. Ethics & Responsibilities of a VRU member
 - b. Evidence Collection/Drug Recognition
 - c. Radio Communications
 - d. Disaster Preparedness and Response
 - e. Traffic Control
 - f. Crime Scene Security
 - g. Citizen Contacts
 - h. Defensive Tactics
 - i. Use of Force
 - j. Oleoresin Capsicum (O.C.) Spray
 - k. CPR/First Aid/AED
2. FEMA ICS levels 100, 200 and NIMS level 700

B. Internal Qualification Trainings:

1. CERT (Community Emergency Response Teams)
2. Marine Patrol & Boat Launch Citations
3. LEDS (Law Enforcement Data System)
4. Crowd Control
5. Fingerprinting
6. Equipment Transportation
7. Park Patrol
8. Large Animal Rescue
9. SAR Project Lifesaver

General Membership Meeting Training

Prior to general business discussion, periodic training will be presented. These will be instructed by Board Members or Sheriff's Office personnel. Refresher trainings can be very beneficial and it's encouraged that the entire membership attends.

Scheduled Training Sessions

Usually held on weekends, these planned and complex training sessions allows the Board Members to determine the skill level of its members. Since they are scheduled sessions, announcement of such trainings will typically be made during a general membership meeting

prior the scheduled date. It can be expected that minimal information about the scenarios and situations will be made available to the membership to analyze the response of the group.

Non-Scheduled Activation Training

Typically twice per year, VRU will conduct an activation drill requiring varying levels of response and involvement by the membership. In most cases, these will be held during the evening hours when the majority of the membership is available to participate and to mimic a common volunteer activation. Similar to scheduled training sessions as described above, details pertaining to the activation drill will not be made available to the general membership so the board can examine the effectiveness of the participating volunteer members. This analysis helps determine specialized training topics that may need attention by the members.

Section 6: Amendments

(Write In)
