

CHAPTER 6

VOLUNTEER ACTIVITIES

1. GENERAL.

a. Volunteers may be assigned to assist employees with many of the routine and special operational tasks performed by the Department. Using volunteers to assist with routine tasks affords a command the opportunity to focus limited personnel resources on pressing problems and allows the Department to enhance its commitment to public service.

2. PERMITTED ACTIVITIES.

a. Generally, volunteer activities can be divided into two groups: office duties and field duties. Volunteers will be assigned to an Area office and their assignments may vary. Volunteers are encouraged to communicate any special interest or duty they would like to be assigned to. However, volunteers must be willing to accept assignments based on Area need. The Area commander is responsible for selecting the types of activities performed by volunteers within the command, consistent with the parameters of this manual and the concurrence of the Division chief.

b. Office Duty Activities. Office duties include:

(1) Assisting the school pupil transportation safety coordinator with fingerprinting applicants and administering written examinations.

(2) Assisting the general support officer at the front counter.

(3) Assisting the court and evidence officer in their related duties (in accordance with HPM 70.1, Evidence Manual). Volunteers may be allowed to assist the evidence officer with the disposal or purging of evidence, property, or contraband, only after the case has been adjudicated and/or when the item(s) no longer hold evidentiary value.

(4) Processing foreign registration forms (DMV 69s).

(5) Entering vehicle storage/impound information from CHP 180s into the Management Information System.

(6) Assisting clerical support with data entry tasks (CHP 215s, 281s, and 267s).

(7) Performing miscellaneous clerical tasks (e.g., filing, shredding, and copying).

- (8) Assisting with annual inventories.
- (9) Assisting the automotive technician with monthly vehicle inspections (CHP 33E).
- (10) Assisting the automotive technician in transporting vehicles to dealerships and run-out units to Motor Transport Section.
- (11) Assisting at store-front (satellite) offices.
- (12) Assisting with other office-related duties as needed.

c. Field Duties. Field duties include:

- (1) Towing and deploying SPECTER trailers.
- (2) Adopting a local elementary school and working with their school safety patrol program as an advisor.
- (3) Responding to complaints regarding abandoned vehicles and localized parking concerns. The volunteer's action would be to confirm the validity of the complaint; no enforcement action is to be taken by the volunteer, including placement of CHP 422s. Volunteers shall record the date, time, and exact location of the complaint and forward that information to the Area Coordinator or designee. The information will then be forwarded to an investigating officer.
- (4) Responding to various traffic complaints such as speeding, running stop signs, etc., and by conducting radar surveys or other observations on surface streets. These observations will determine if the traffic complaint warrants attention from an officer.
- (5) Volunteers may be the first to receive a citizen's complaint by telephone or in written form at the Area office. Normal Area procedures should be followed to document the information and forward it, if necessary, for the appropriate action. If the citizen's traffic complaint is made in person at the Area office, then the volunteer shall notify an officer or sergeant to make contact with the complainant.
- (6) Providing traffic control at collision scenes, long-term incidents, natural disasters, etc., as long as the volunteer is under the immediate supervision of an officer.
- (7) Providing assistance to uniformed members at public affairs functions. This would generally consist of passing out departmental publications and products. Any questions regarding departmental policies or procedures shall be forwarded and answered by a uniformed member on duty at the function.

3. RESTRICTED ACTIVITIES.

a. Volunteers are restricted from engaging in the following activities while acting in their SVP capacity:

(1) Volunteers shall not handle any weapon or firearm.

(2) Volunteers shall not stop for disabled vehicles or other observed incidents unless instructed to do so by a supervisor. Instead, they shall notify the communications center of the location and description of the vehicle or incident and request a beat unit respond to the incident.

(3) Volunteers shall not activate an enforcement vehicle's emergency lights while the vehicle is in motion. Volunteers assigned to a fixed-post, while under the direct supervision of an officer, may activate the emergency lights on a parked enforcement vehicle for traffic control purposes only.

(4) Volunteers shall not provide transportation to any member of the public while driving a state vehicle. This does not include traveling with other members of the department. Volunteers shall only transport other volunteers or non-uniformed employees after obtaining the approval of a supervisor.