



1-~~7~~12 ———— **VOLUNTEER AND INTERNSHIP PROGRAMS**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-6 Patrol Ride-Along Program
- 1-25 Chaplain Unit
- 1-71 Operations Review
- ~~1-8 Reserve Officer Program~~

B. Form(s)

- ~~PD 1002 Ride-Along Request Form~~
- City of Albuquerque Confidentiality Agreement
- City of Albuquerque Injury/Liability Waiver
- City of Albuquerque Photo Release Waiver
- PD 1002 Ride-Along Request Form

C. Other Resource(s)

- One Albuquerque Volunteers Program

D. Rescinded Special Order(s)

None

1-~~12~~7-1 Purpose

The purpose of this policy is to establish ~~guidelines~~ requirements for the selection, placement, and function of volunteers and interns in the Albuquerque Police Department (Department).

1-~~12~~7-2 Policy

It is the policy of the Department to supplement the Department with community involvement and resources through volunteers and to recruit future employees through educational internships ~~and to supplement the Department with community involvement and resources through volunteers.~~

N/A 1-12-3 Definitions

None



~~1-127-43~~ Rules and Procedures Responsibilities

A. Chain of Command

1. The Volunteer Program and Internship Programs falls under the executive guidance of the Department's most current organizational chart.

B. Volunteer Program

1. The Volunteer Coordinator shall:

- a. Accept or deny applicants for the Volunteer Program;
- b. Review applications for participation in the Volunteer Program;
- c. Consult with the appropriate Department supervisor to assign the volunteer;
 - i. The Department supervisor may request an additional interview of the applicant to determine the applicant's qualifications and/or suitability for a specific assignment.
- d. If a conflict develops during the term of a volunteer's participation, the Volunteer Coordinator shall become immediately engaged in arriving at a remedy;
 - i. This may include a change of supervisor, reassignment, or termination from the program.
- e. Terminate any volunteer found in violation in a Department Standard Operating Procedure (SOP) that would result in a sanction four (4) or above;
- f. Investigate all misconduct concerns;
 - i. Removal from the program shall be at the Volunteer Coordinator's discretion.
- g. Manage the Volunteer Program to include collaboration with the Head Chaplain;
and
- h. Facilitate the Patrol Ride-Along Program.

2. A volunteer shall:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of eighteen (18) years;
- c. Complete and submit an online application, through the One Albuquerque Volunteers Program;
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
- e. Attend a training or an informational meeting with the Volunteer Coordinator or their designee;
- f. Complete the City Operator's Permit training prior to operating a City of Albuquerque vehicle;
- g. Be eligible to participate in the Department's Patrol Ride-Along Program, consistent with SOP Patrol Ride-Along Program;



- h. Obey all instructions and commands from Department personnel to include following all Department SOPs.
- i. Failure to follow instructions may result in removal from the Volunteer Program, and criminal, and/or civil prosecution.
- ~~e~~.i. Be required to follow the schedule set for them;
- i. If an unexpected absence is required, the volunteer shall contact their designated supervisor immediately; and
- j. Be required to track and submit their worked hours to the Volunteer Coordinator through the One Albuquerque Volunteers Program.

3. A volunteer shall not:

- a. Have a felony or domestic violence conviction;
- b. Volunteer for more than forty (40) hours per week unless approved by the Volunteer Coordinator; or
- c. Be authorized to receive compensation unless a grant or City-sponsored program has allowed for financial compensation.

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4. Department personnel shall not permit volunteers to assist with any City of Albuquerque or Department function, unless it is approved and assigned by the Volunteer Coordinator.

C. Internship Program

1. The Volunteer Coordinator shall:

- a. Manage the Internship Program;
- b. Accept or deny applicants for the Internship Program;
- c. Assign interns;
- d. If a conflict develops during the term of an intern's participation, immediately assist in resolving the conflict;
 - i. This may include a change of supervisor, reassignment, or termination from the program.
- e. Make exceptions for the minimum grade point average;
- f. Facilitate and assist with visits from representatives from sponsoring academic institutions, as required.
 - i. Representatives are permitted and encouraged to perform periodic site visits to intern assignments.
- g. Terminate any intern found in violation of a Department SOP that would result in a sanction classification of four (4) or above; and
- h. Investigate all other concerns of misconduct.
 - i. Removal from the Internship Program shall be at the Volunteer Coordinator's discretion.

2. An intern shall:

- a. Be a United States citizen or documented legal immigrant;



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- b. Meet the minimum age requirement of sixteen (16) years and have completed the eleventh (11th) grade of high school;
- c. Complete and submit an online application, through the One Albuquerque Volunteers Program;
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
- e. Have a grade point average of 3.0 or higher;
- f. If attending college, provide documentation that they are enrolled in or have completed an applicable academic degree or trade program;
- g. Attend a training or an informational meeting with the Volunteer Coordinator or their designee;
- h. Be eligible to participate in the Department Patrol Ride-Along Program; consistent with SOP Patrol Ride-Along;
- i. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Internship Program, or criminal and/or civil prosecution.
- ~~a.~~ j. Follow the schedule set for them;
 - i. If an unexpected absence is required, the intern shall contact their designated supervisor immediately.
- k. Understand that academic credit earned for participation is the sole responsibility of the intern's academic institution.
- l. Track and submit their hours worked to the Volunteer Coordinator through the One Albuquerque Volunteers Program;
- m. At the close of the intern assignment, attend an evaluation with the Volunteer Coordinator describing their experience while working with the Department.

3. An intern shall not:

- ~~b.~~ a. Have a felony or domestic violence conviction;
- b. Participate in more than forty (40) hours per week unless approved by the Volunteer Coordinator;
- c. Receive compensation unless a grant or City-sponsored program has allowed for financial compensation; or
- d. Be permitted to operate any City vehicle.

4. When requested by an academic institution, the intern's assigned supervisor shall complete and submit any progress reports or internship completion forms.

6 5. Department personnel shall immediately refer any witnessed misconduct concerning intern(s) to the Volunteer Coordinator.

6 6. Department personnel shall not permit interns to assist with any City or Department function unless it is approved and assigned by the Volunteer Coordinator.

~~Volunteer Coordinator is responsible for:~~

~~Managing the Volunteer/ Internship Program to include the Chaplain Unit;~~



~~— Accepting or removing applicants from the program;~~

~~— Assigning volunteers and interns;~~

~~— Monitoring the Chaplain program; and~~

~~—~~

~~— Facilitating the Patrol Ride Along program.~~

~~Requirements~~

~~— Volunteers must meet the minimum age requirement of eighteen (18) years.~~

~~— Interns must meet the minimum age requirement of sixteen (16) years and have completed the eleventh (11th) year of high school.~~

~~— College interns must provide documentation that they are enrolled in or have completed an applicable academic degree or trade program.~~

~~— Interns must have a grade point average of 3.0 or higher.~~

~~— Exceptions shall be determined by the Volunteer Coordinator.~~

~~2. Volunteers and interns cannot have a felony or domestic violence conviction.~~

~~1. Volunteers and interns are required to complete a background check, Confidentiality Agreement, and Injury Liability form.~~

~~a. Volunteers and interns cannot have a felony or domestic violence conviction.~~

~~— Volunteers and interns must be a United States Citizen or documented legal immigrant.~~

~~B. Volunteer and Internship Program~~

~~1. All volunteers and interns will complete and submit an the online application, through One Albuquerque Volunteer, which will be submitted to the volunteer coordinator.~~

~~2. The Volunteer Coordinator or their designee shall review Applications will be reviewed and approved by the volunteer coordinator or designee.~~

~~3. Department Personnel shall not permit vVolunteers and interns will not be permitted to assist with any City or Department function unless it is until approved and assigned by the Vvolunteer Ccoordinator.~~

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~~4. Volunteers and interns are required to attend a training/information meeting with the Volunteer Coordinator or their designee.~~

~~5. Prospective volunteers/interns will be required to complete a confidentiality agreement and read and sign a copy of the Volunteer and Intern Contract Release form.~~

~~6. Volunteer and interns are eligible to participate in the Department Patrol Ride Along program consistent with. See SOP Patrol Ride Along.~~

~~Volunteers and interns must obey any and all instructions and commands from APD Department personnel to include all Department SOP.~~

~~Failure to follow instructions may result in removal from the Volunteer and Internship Program, criminal, and/or prosecution, or civil prosecution.~~

~~7. Volunteers and interns are required to follow the schedule set for them. If an unexpected absence is required, the volunteer and intern shall contact their designated supervisor immediately.~~

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~~Department personnel witnessing any misconduct Any issues concerning volunteer(s) and intern(s) misconduct will be shall immediately referred to the conduct to the Volunteer Coordinator.~~

~~The Volunteer Coordinator has complete authority to shall terminate any volunteer or intern found in violation in an SOP that would result in a sanction four (4) or above.~~

~~All other misconduct concerns shall be investigated by the Volunteer Coordinator and removal from the program shall be at their discretion.~~

~~8. assignment at any time.~~

~~9. Volunteers and interns will shall not participate more than forty (40) hours per week unless approved by the Volunteer Coordinator.~~

~~10. Volunteers and interns are not authorized to receive compensation unless a grant or City sponsored program has allowed for financial compensation.~~

~~Academic credit earned for participation is the sole responsibility of the intern's academic institution.~~

~~11. Authorized volunteers must complete the City Operator Permit training prior to operating a City vehicle.~~

~~Interns are not permitted to operate any City vehicle.~~

~~12. Authorized volunteers must complete the city operator permit training prior to operating a city vehicle.~~



~~C. Requirements~~

- ~~1. Volunteers are required to make a minimum of a one-year commitment. Internships will be for the duration of a school semester. Extensions may be approved on a case by case basis.~~
- ~~2. Volunteers must meet the minimum age requirement of 18 years.~~
- ~~3. Interns must meet the minimum age requirement of 16 years and have completed the 11th year of high school. College interns must provide documentation that they are enrolled in or have completed an applicable academic degree or trade program.
 - ~~a. Interns must have a grade point average of 3.0 or higher.~~
 - ~~b. Exceptions may be determined by the volunteer coordinator~~~~
- ~~4. Volunteers and Interns cannot be convicted of a felony or domestic violence.~~
- ~~5. Volunteers and Interns must be a United States Citizen or documented legal immigrant.~~

~~D. Assigning and Monitoring Volunteers/Interns~~

- ~~1. The Volunteer Coordinator shwill consult with the appropriate Department supervisor to assign the volunteer or intern.
 - ~~a. The Department supervisor may request an additional interview of the applicant to determine the applicant's qualifications and/or suitability for a specific assignment.~~~~

~~— If a conflict develops during the term of a volunteer or intern's participation, the Volunteer Coordinator shwill become immediately engaged in arriving at a remedy.~~

~~— This may include a change of supervisor, reassignment, or termination from the program.~~

 - ~~2. —~~
- ~~3. Volunteers and interns will be required to track and submit their worked hours to the Volunteer Coordinator through One Albuquerque Volunteer. When requested by an academic institution, the assigned supervisor will complete and submit any progress reports or internship completion forms.~~



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- ~~4. Representatives from sponsoring academic institutions are permitted and encouraged to perform periodic site visits to intern assignments. The Volunteer Coordinator sh will facilitate and assist with these visits as required.~~
- ~~5. At the close of the intern assignment, the participant will be required to attends submit an evaluation with to the Volunteer Intern Coordinator describing their experience while working with the Department.~~

REVIEW