

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 3.18</b>
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; October 18, 2010; October 29, 2012; July 8, 2020
<b>CHAPTER:</b> Organization, Management and Administration		Related Policy: G.O. 3.10 Sheriff's Reserves, G.O. 3.11 Chaplain Program; G.O. 6.05 Reserve Deputy Hiring Process, G.O. 10.05 SAR, 10.11 Reserve Deputy Sheriff; G.O. 6.45 Volunteer Background Checks; G.O. 6.44 Volunteer, Extra Help, Contractor Orientation/Training
<b>SUBJECT:</b> Sheriff's Volunteer Programs		Related Laws:

**POLICY:** The Sheriff will establish a number of volunteer programs that consist of community members who donate time and resources in support of the Sheriff's goals and objectives.

**RULE(s):**

1. The Lane County Sheriff's Office will recruit, accept, and retain only the highest-qualified citizens for volunteer work. Regular employees within the Sheriff's Office are designated to oversee and coordinate the activities of the various volunteers.
2. Sheriff's Office volunteers serve at the pleasure of the Sheriff and can be discharged at any time.
3. Paid Lane County employees may perform in a volunteer capacity for LCSO provided the following criteria are met:
  - A. The volunteer services must be at the employee's initiative.
  - B. The volunteer services must be outside normal or regular work hours.

The volunteer must be performing religious, charitable or other community service without contemplation of payment. The volunteer is not financially compensated, there is no future employment consideration and there are no other benefits related to the volunteer service. If the volunteer is a regular full-time LCSO employee and is summoned to attend court or other atypical business functions related to their volunteer activities, **during** their regularly scheduled shift, they are not required to take time off duty to attend the volunteer function and will continue on paid status through their regularly scheduled shift. No overtime will be paid for activities related to volunteer functions.

- C. The volunteer must be performing a volunteer task outside of the regular work functions performed for the LCSO.
- 4. All Volunteers must be able to pass a CJIS fingerprint based background check and if applicable, complete CJIS Security Awareness training and ongoing recertification.
- 5. Volunteers must complete program specific training prior to assuming the role.

**PROCEDURE:**

I. Volunteer Opportunities

A. Sheriff's Mounted Posse

The Sheriff has established the Sheriff's Mounted Posse, consisting of community members that assist with search and rescue operations. Weapons qualified Posse members are appointed Special Deputy Sheriffs, but are not required to perform Peace Officer duties unless in emergencies or when otherwise directed by the Sheriff.

B. Search and Rescue (SAR)

SAR volunteers participate in general search and rescue functions, as well as these specialized areas: Explorer Post 178, Dive Team, Eugene Mountain Rescue, 4x4 Special Vehicles Group, Amateur Radio Operator Group and SAR K-9 handlers.

C. Cadet Program

The Cadet program is a volunteer group of 18 to 21-year-olds seeking career education, training, and practical experience in the field of Law Enforcement.

D. Practicum Student Program

The Practicum Program is a partnership between the Sheriff's Office and local accredited colleges and universities designed to expose students in a criminal justice or other applicable program to a variety of services and career opportunities within the Sheriff's Office.

E. Corrections Volunteers

The Corrections Division encourages public involvement by allowing community volunteers to participate in several activities. Under the direction of Corrections personnel, volunteers are actively involved in educational, cultural, health, counseling, religious, recreational, administrative, and security programs.

G. Crime Prevention Team

The Crime Prevention Team performs a variety of services to the community including placement of the speed trailer, handheld radar, home safety inspections, and contacting victims to provide case numbers.

H. Main Office Information Volunteers

Information Volunteers perform greeter functions in the public hallway of the Sheriff's Office thereby ensuring an orderly entry into the Sheriff's Office

I. Property/Evidence

Under the supervision of the Property/Evidence Technician and/or Support Services Manager, volunteers may assist with the purging of property/evidence by performing various tasks to include case research, drafting appropriate letters/memos, documenting preparation activities for the unclaimed property process, filing and other documentation clean-up.

J. Reserve Deputy Sheriff

See G.O. 3.10, 6.05 and 10.11.

K. Reserve Dispatch

See G.O. 3.10 and 6.05.

L. Cold Case Team

The Cold Case Team consists of law enforcement professionals who, under the supervision of the Detective Sergeant, investigate cold cases.

M. Other Volunteer Duties

Additional volunteer opportunities, at the discretion of the Sheriff, may occur within any division of the Sheriff's Office. These volunteer opportunities may include, but are not limited to, approved filing, case research and other approved activities