

Gwinnett County Police Department

Volunteers in Policing Program

Volunteer Agreement

This agreement demonstrates the respect with which we treat our volunteers. The intent of the agreement is to assure you of both our sincere appreciation for your time and services and to indicate our commitment to do the very best that we can to make your volunteer experience here a productive and rewarding one for you, the citizens you serve and the Gwinnett County Police Department.

I. Gwinnett County Police Department

The Gwinnett County Police Department agrees to accept the service of:

_____ beginning _____

and grants each volunteer the following rights:

1. To be treated as an equal partner with the career staff and to be jointly responsible for the successful completion of the Gwinnett County Police Department's mission.
2. To be offered the most closely matching volunteer position placement in terms of the volunteer's expressed interests, skills and capabilities.
3. To be supported in terms of timely and adequate information, performance enhancing training, and other assistance, in order to help facilitate the volunteer with meeting the responsibilities of his/her position(s).
4. To ensure the volunteer of diligent supervisory assistance and to provide timely and constructive feedback on his/her performance.
5. To be kept informed about program activities and calendar changes.
6. To be assigned meaningful work.
7. To receive the respect, appreciation, recognition, and consideration due all workers.

II. Volunteer

The person volunteering for service to Gwinnett County Police Department whose name and signature appear on this agreement agrees to accept the terms of this agreement as follows:

1. To attend a Volunteer Orientation within the first year as a volunteer.
2. To fulfill my commitment of 24 hours of service each year unless:
 - I withdraw from the program,
 - I am removed from the program or
 - there are no opportunities available.

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II. Volunteer (continued)

3. To perform my volunteer duties, as assigned, courteously and in good spirit and to the best of my ability, and to seek guidance when in doubt.
4. To be prompt and reliable in my attendance; to contact my supervisor if unable to work as scheduled and to stay for the entire length of my assigned shift, unless officially relieved.
5. To dress appropriately for work (clean and casual).
6. To maintain the confidentiality and security of the workplace, including reports and victim/complainant/suspect related information.
7. To attend continuing education training classes that are necessary for maintaining competence in my position(s).
8. To respect the career staff, other volunteers, and the public and to continually strive to maintain the smooth working relationship with Gwinnett County Police Department.
9. To work safely and adhere to the Gwinnett County Police Department's General Directives Manual relating to policies and procedures pertaining to non-sworn civilian employees.
10. To accept the Gwinnett County Police Department's right to dismiss a volunteer for poor performance, including poor attendance, or for violations of the aforementioned policies.
11. To inform my supervisor of any events or situations that are out of the ordinary.

I hereby acknowledge that I have read and fully understand the terms and conditions of the Volunteer Agreement and that I agree to comply with same. I further acknowledge that I have had the opportunity to get any and all questions regarding this agreement answered to my satisfaction.

Volunteer's Name (Please Print)

Volunteer Coordinator's Name (Please Print)

Volunteer's Signature

Volunteer Coordinator's Signature

Date

Date