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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish the Kinston Police Department's commitment to and procedures for hiring and using civilian personnel.

II. DEFINITIONS

N/A

III. POLICY

A. The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately used to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, the Kinston Police Department shall employ civilians for selected functions that do not require the authority of a commissioned officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

B. Non-sworn Position Classifications

1. The Kinston Police Department has approved a number of functions as suitable for civilian placement. In conjunction with the development of the annual budget, command staff will assess which additional positions, if any, should be authorized for nonsworn employment. Non-sworn designated functions may include but are not necessarily limited to the following:

- a. Planning and research
- b. Media relations
- c. Records
- d. Animal control
- e. Property/evidence
- f. Victim advocacy
- g. Police auxiliary/reserve
- h. School crossing control
- i. Legal affairs
- j. Community outreach

C. Authorized Duties

1. Duties and responsibilities of non-sworn employees shall be defined in job descriptions maintained in this agency's personnel office. In addition, the following shall be observed with respect to civilian employees:
2. Non-sworn employees shall not be requested to perform duties and responsibilities for which a commission as a sworn law enforcement officer is required.

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- a. However, in urgent circumstances when a female officer is not available, a female nonsworn employee may
 - (1) temporarily act as an observer during the care or detention of a female, or
 - (2) act as a witness during the photographing of a female crime victim.
- 3. Non-sworn personnel shall not use their employment status with the Kinston Police Department as authority for or responsibility to enforce the law. Non-sworn employees have no authority to take enforcement actions beyond those authorized for any citizen under the laws of this state.
- 4. When on light-duty status, sworn personnel may be assigned temporarily to designated non-sworn positions only if:
 - a. Additional qualified personnel are needed to assist in the job assignment, and
 - b. The officer has or can be readily provided with the requisite knowledge and skills to adequately perform duties of the position.

D. Applicant Screening

- 1. Procedures for screening applicants for non-sworn positions (and volunteer positions) shall conform to agency policy for sworn officers unless otherwise specified by the personnel job description.
- 2. All non-sworn employees assigned or having access to criminal history records, fingerprint files, investigative records, tactical information, emergency communications other assignments or materials of a sensitive nature shall undergo a background investigation to include a criminal history check prior to employment.

E. Identification

- 1. All non-sworn employees shall be issued an agency identification card containing an up-to-date photograph.
- 2. Photographic identification cards shall reflect the employee's non-sworn security clearance as specified by the personnel office.
- 3. Non-sworn employees shall wear their personal identification card at all times while in the law enforcement agency and/or when dealing with the public as a police employee.

F. Training

- 1. Non-sworn personnel of the Kinston Police Department shall be provided with the following:

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- a. pre-service training, as required, that will prepare them for their job assignments and integrate them as productive members of this agency; and
 - b. in-service training that will maintain basic skills and develop new knowledge, skills and abilities for career development.
2. All newly appointed non-sworn personnel will receive an orientation program introducing them to this agency, to include the following:
 3. Agency role, purpose, goals, policies and procedures,
 4. Working conditions, rules and regulations, and rights and responsibilities of employees.
 5. Certain non-sworn positions within the Kinston Police Department require training on specific job responsibilities prior to assuming the position. Field training and formalized classroom instruction in these areas shall be successfully completed before duties are assumed.
 6. Courses designed specifically for nonsworn employees will be provided on a periodic basis by and through the training authority of the Agency. Announcements of course availabilities shall be provided to all affected employees in a timely manner. Participation depends upon supervisory approval.

G. Performance Appraisal

1. Non-sworn employees are subject to periodic performance appraisal in conformance with schedules and procedures established by the Kinston Police Department personnel authority.

H. Volunteers

1. Non-sworn volunteers serving without pay are a valuable asset to the Kinston Police Department and may be used in a variety of functions that will promote the agency's efficiency, effectiveness, mission and goals. Non-sworn volunteers are subject to the same provisions and restrictions governing other civilian employees as defined in this policy. A background investigation, including a criminal history search is mandatory for all volunteers.
2. While not paid employees of the Agency, volunteers must still comport themselves in a manner that is in accordance with agency policy. Therefore, agencies should establish guidelines for volunteers regarding their fitness for duty. For instance, agencies may include in their volunteer program policies and procedures that volunteers:
 - a. May not report to work or be on duty when their judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury; or

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- b. Must report to their supervisor any changes in status that may affect their ability to fulfill their duties—this may include, but is not limited to changes related to
 - (1) driver’s license status,
 - (2) medical condition,
 - (3) arrests,
 - (4) criminal investigations, and
 - (5) controlled substance use.

3. By nature of their duty assignment, volunteers may be exposed or have access to confidential information.
 - a. Volunteers must understand that all law enforcement information is considered confidential;

 - b. Volunteers shall be instructed that:
 - (1) only information specifically identified and approved by authorized personnel should be released, and

 - (2) confidential information should be given only to persons who have a need and right to know, as determined by agency policy and supervisory personnel;

 - c. Each volunteer must sign a nondisclosure agreement—if the volunteer subsequently discloses any confidential information in any manner, this may constitute grounds for immediate dismissal and possible criminal prosecution; and

 - d. Volunteers must always present themselves as such and are not permitted to represent the agency in an official capacity without permission from the proper agency personnel, including
 - (1) addressing public gatherings,
 - (2) appearing on radio or television,
 - (3) preparing any article for publication,
 - (4) acting as correspondents to a newspaper or other periodical,
 - (5) releasing or divulging any information concerning the activities of the agency, or
 - (6) maintaining that they represent the agency in such matters.

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4. Volunteers of the Kinston Police Department who receive Agency property and equipment shall maintain and care for equipment accordingly. This may include the following:
 - a. any fixed and portable equipment issued by the agency is for official and authorized use only;
 - b. any property issued to the volunteer remains the property of the agency and must be returned at the termination of service; and
 - c. agency vehicles cannot be driven by volunteers unless they have received the proper training and approval.
 - d. Use of equipment should be contingent on proper training and licensing and insurance coverage.
5. As unpaid employees, volunteers are subject to many of the same policies and procedures as paid employees, including disciplinary action, up to and including termination.
6. Examples of volunteers in the Kinston Police Department:
 - a. Sentinel Program – traffic control, bus stop control, funeral escorts, etc.
 - b. Chaplain Program – assist with ministry type assistance.
 - c. Explorer Post Program – assist with supporting Explorer Post supervisors.