



Olmsted Township Police Department

Volunteers In Police Service



Conduct Guidelines

1. At all times recognize that the Olmsted Township Police Department VIPS Program serves as a volunteer support service to the Olmsted Township Police Department and does not assume any legal authority beyond those granted to any citizen. A member must not make any representation that the VIPS Patrol has been granted special authorities other than those that may be periodically, and specifically, assigned by a supervising police officer.
2. Adhere to a strict policy of nonphysical contact with any suspected violator of public laws, except in the event of an emergency situation where immediate action has to be taken to insure public or officer safety. The role of the VIPS is to observe and report incidents or concerns to Police Department officials, who will be the sole authority in determining whether response or action is required.
3. When on patrol, to "stand-down" from the scene of any Police Department activity, until specifically directed by an authorized official to provide assistance or to perform an assigned duty; or it becomes obvious that assistance is required. Good judgment and safety will be used at all times.
4. Do not carry any weapons, lethal or non-lethal, nor display any evidence of assumed authority, excluding equipment that may be specifically assigned or provided by the Olmsted Township Police Department, and that the member is properly trained in the usage of the assigned or provided equipment.
5. VIPS members may from time-to-time receive confidential information, at the discretion of the Olmsted Township Police Department, including but not limited to: the progress of an investigation, a known or reported law violation, or condition against which action is to be taken at a future time, or any proposed law enforcement operation. Such information shall be held in confidence and not provided to any other non-authorized party. No member shall use such confidential information to advance a personal belief or in support of any other organization, association, group, or movement.
6. No VIPS Member shall belong to, or support any organization whose goals and objectives may be in conflict with the generally recognized duties and responsibilities of the Police Department in assuring public safety and the enforcement of public laws. VIPS Members shall adhere to specific directions received from the administration and supervisors of Olmsted Township Police Department.



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7. No VIPS member shall conduct himself or herself in a manner that would bring discredit to himself or herself, members of the Olmsted Township Police Department Volunteers in Police Service, the Olmsted Township Police Department, or Olmsted Township.
8. No VIPS member shall publicly criticize the official action of a member of the Olmsted Township Police Department, or any of the VIPS members.
9. No member of the VIPS shall use his or her membership in the VIPS in any form of advertisement or solicitation of business, or any manner that may conflict with the stated guidelines of conduct.
10. All members of the VIPS shall wear the full regulation uniform when engaged in patrol duties, or as directed by the Volunteer Administrator. The term, "regulation uniform" shall mean the authorized shirt and pants, including shoulder patches, shirt badge, name plate, whistle, whistle chain, and duty belt.
11. VIPS members shall report to a supervisor any incident that may adversely affect the efficiency or discipline of the Olmsted Township Police Department.
12. Any contact with a Law Enforcement agency (e.g. speeding citation, etc.) while off duty must be reported to the Volunteer Administrator within 24 hours or the next business day.
13. VIPS members shall report to the Volunteer Administrator any lost, stolen, or damaged equipment. This information shall then be forwarded to the Officer in Charge, where a decision will be made on how and when the equipment will be repaired or replaced.
14. VIPS members shall avoid any derogatory criticism, idle conversation, or gossip.
15. VIPS members, while engaged in departmental business, shall not discriminate against, degrade, demean, speak despairingly or show partiality toward any person or organization as the result of racial, ethnic, religious, sexual, political, or personal prejudice.
16. VIPS members shall not mar, mark, or deface any surface on the premises of any Departmental building. No material shall be affixed in any way to any wall, door, or window in any Departmental building without the specific authorization of a supervisor.



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17. While engaged in official patrol duties and/or dressed in the regulation uniform or any part thereof, no VIPS member shall become intoxicated or consume any beverage containing alcohol.
18. While engaged in official patrol duties, no VIPS member shall have any beverage containing alcohol, or any narcotic substance, on his/her person, in his/her City vehicle unless the beverage or substance is involved in the performance of official departmental duties.
19. VIPS members shall not smoke or chew tobacco while performing duties at the scene of a police incident, while making personal contact with citizens in the performance of his/her patrol duties, while occupying a Departmental vehicle, or in any part of the Police Department.
20. VIPS members shall remain anonymous to whatever extent possible and shall not encourage public awareness of their responsibilities, activities or duties.
21. VIPS members will be issued departmental approved photo-identification badges. These ID badges will be prominently displayed or presented whenever the member is within department facilities, or when requested by a department official. The identification badge is not to be worn or used outside of the department and is not to be utilized for personal benefit.
22. VIPS members shall not wear any part of the regulation uniform or departmentally issued equipment in public unless the member is operating in an official VIPS Patrol capacity or department authorized special occasions. The only exception would be the wearing of the ID badge while the member is within the department facility.
23. When using Police band radios, VIPS members will keep air traffic to a minimum; restrict communications to active issues that require immediate action or need. Cellular telephones will be used to relay more passive information, observations, or reports. As per City policy, any driver of a city vehicle will not operate a cell phone while the vehicle is in operation. The non-driving VIPS member should accomplish all radio and telephone traffic.

Signature _____ Date _____