



**MYRTLE BEACH POLICE DEPARTMENT
ADMINISTRATIVE REGULATIONS
& OPERATING PROCEDURES**

Subject: *Volunteers Program*

Number: *105-D*

Effective Date: *April 1, 2002*

Revised Date: *August 1, 2025*

Rescinds:	041	Dated:	02-16-1998
	105 - Department Chaplain Program		01-01-2001
	105-A - Department Chaplain Program		04-01-2002
	105-B - Department Chaplain Program		01-22-2008
	105-C - Department Chaplain Program		05-01-2013

Approved By:

I. PURPOSE

To establish guidelines that will enhance the operation of the department by enlisting the use of citizen volunteers.

II. PROCEDURE

1. GENERAL

- A. The Administrative Sergeant will oversee and coordinate the Volunteer Program. Once approved, volunteers will be assigned to an MBPD Supervisor to oversee their activities. Volunteers will remain under the supervision of an MBPD Supervisor whenever working.
- B. A job description will be provided for all volunteer positions, which will list the duties and qualifications of the position. Positions include, but are not limited to:
 - 1) Police Chaplain,
 - 2) Cold Case Team,
 - 3) Receptionist/Greeter,
 - 4) Clerical/Records,
 - 5) Community relations support activities,

- 6) Specialized projects,
 - 7) Translator/interpreter, or
 - 8) Any other position authorized by the Chief of Police.
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- C. Volunteers will be provided with an MBPD volunteer photo identification card.
 - D. Volunteers will display their MBPD photo identification card while serving in their assigned volunteer duties or at any time inside MBPD facilities.
 - E. Volunteers will not be commissioned as law enforcement officers, and they will not be granted any law enforcement authority.
 - F. Volunteers will not be covered by nor entitled to any city injury or death benefits provided to full-time employees.
 - G. Volunteers will not receive city payment, benefits, or other compensation for hours worked.
 - H. The Volunteer Program is not designed to replace paid staff but is aimed at a supplementary and complementary role.
 - I. Volunteers will not be assigned to duties requiring sworn officer status.

2. GENERAL QUALIFICATIONS

- A. All Volunteers must be at least 18 years old, be a U.S. citizen or naturalized citizen, have a High School Diploma or GED, and they must have:
 - 1) Completed the Citizen's Police Academy (CPA) and are a member in good standing of the Citizen's Police Academy Alumni Association (CPAAA); or
 - 2) Retired or separated, while in good standing, from a professional law enforcement organization.
- B. Additional qualifications may be required for Volunteers to fill specific positions. The additional qualifications will be listed in the position's job description.

3. SELECTION CRITERIA

- A. Interested people must submit a written Letter of Interest and Qualifications to the Administrative Sergeant.
- B. The Administrative Sergeant will verify the applicant's qualifications and initiate a Background Check.
- C. The Chief of Police will review application packets and make the final decision for selection and approval.

4. BACKGROUND INVESTIGATION

- A. All applicants are subject to a criminal background check that may consist of:
 - 1) Verification of qualifications,
 - 2) Criminal History Check,
 - 3) Police arrest records and/or incident reports,
 - 4) Driver History Check, and
 - 5) Contact with references, friends, and acquaintances.
- B. The Background Investigation Form currently used by the Police Department for hiring will be completed by all applicants.

5. TRAINING

- A. Before assignment to a volunteer position, the Volunteer must receive employee orientation briefings or training in each of the assigned duties and responsibilities listed in the job description. This training will be coordinated by the Administrative Sergeant and taught by a person approved by the Training Unit.
- B. All Volunteers must complete Security Training. Volunteers may be required to complete NCIC Training if required by their job description.
- C. Chaplains are required to attend a Basic Police Chaplain's Training Program. All travel and lodging for this training will be paid for by the Department.

- D. The Volunteers should attend seminars and other training as available. If any costs are involved, they must be pre-approved by the Administrative Captain.

6. CONFIDENTIALITY

- A. Volunteers are expected to maintain confidentiality concerning what they see or hear while volunteering.
- B. All Volunteers will annually sign a Confidentiality Agreement and adhere to all protocols at all times.
- C. No documents or recordings may be copied, photographed, or otherwise duplicated unless required by the assignment.
- D. No documents or recordings may be removed from any Department building or transmitted in any way without the approval of a Division Captain.

7. RECORD KEEPING

- A. The Administrative Sergeant is responsible for keeping a file on each Volunteer. The file will contain the Volunteer's Letter of Interest, Background Check, and Termination Notice, if applicable.
- B. A Volunteer Log will be maintained at each building that houses Volunteers.
 - 1) Volunteers will sign in and out of the building.
 - 2) The Administrative Sergeant will collect and file the Volunteer Logs at the end of each month.

8. REQUESTS FOR CHAPLAIN ASSISTANCE

- A. Any employee of the Myrtle Beach Police Department may request the assistance of the Chaplain for personal or professional reasons.
- B. The Communications Center will maintain contact information for the Chaplain.
- C. A member of the Communications Center will immediately make contact with the Chaplain when requested by a department supervisor and confirm such contact.

- D. Supervisors are encouraged to contact the Chaplain for assistance when situations involve the general duties and responsibilities of the Chaplain.

9. RIDE-A-LONGS

- A. The Chaplain is authorized to ride with department officers at any given time.
- B. The Chaplain shall notify the Communications Center when they are in service. A call number will be assigned and should be used when advising the Communications Center of their availability and for any subsequent radio conversation.
- C. Dispatchers will enter all activities of the Chaplain into the CAD system and be aware of the location of the Chaplain in the same manner as is followed for all in-service police personnel.
- D. Other Volunteers who wish to participate in a Ride-A-Long may do so by complying with MBPD Procedure 215.

10. UNIFORMS AND EQUIPMENT

- A. No Volunteers, except Chaplains, will be issued uniforms, but they are expected to comply with the Attire for Non-Sworn Personnel standards found in MBPD Procedure 201-M.
- B. The Chaplain will be issued a uniform for regular use, which will consist of:
 - 1) White Golf-style Shirt with "Chaplain – Police Department" and City Seal embroidered on the front and "Chaplain" screen printed on the back in Navy Blue letters.
 - 2) A Navy Blue windbreaker-type jacket with "Chaplain – Police Department" and City Seal embroidered on the front and "Chaplain" screen printed on the back in white letters.
 - 3) Chaplain's badge – gold in color with lanyard carrier.
- C. The Chaplain shall wear complementary long pants when wearing the white golf-style shirt at informal events or activities.
- D. During formal events, such as, but not limited to, graduations, funerals, memorial services, weddings, or other functions, the Chaplain should

dress in suitable Clerical clothing according to the customs of their religion.

11. SEPARATION OF VOLUNTEERS

- A. All volunteers serve at the pleasure of the Chief of Police.
- B. Volunteers may be separated from the program at any time for any reason or no reason. The Administrative Sergeant will notify the Volunteer in writing when they have been separated from the program.
- C. Volunteers may terminate their service with the Department at any time by notifying the Administrative Sergeant of their intention.
- D. All issued equipment, uniforms, and badges must be returned to the Administrative Sergeant by 5:00 p.m. on the next business day after separation.