
GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: VOLUNTEERS IN POLICE SERVICE (VIPS) PROGRAM	NUMBER:	430.6
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CANCELS ORDER DATED: 1/1/99	DATE:	1/1/08
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I. PURPOSE

This General Order establishes the policies and procedures applicable to the Fairfax County Volunteers in Police Service Program (VIPS). The VIPS mission is to provide administrative augmentation to the Police Department by utilizing the skills of non-salaried, non-uniformed volunteers.

II. POLICY

The VIPS program is established under the authority of the Chief of Police and is under the administrative control of the Operations Support Bureau. The program is administered directly by the Auxiliary/Volunteer Coordinator appointed for the purpose of assisting in the administration of the program. The selection, appointment and tenure of VIPS personnel will be determined by the Chief of Police or his designee. These General Orders will apply to VIPS personnel.

III. PROCEDURE

- A. There is no rank structure in the VIPS program.
- B. To be eligible, VIPS personnel must be at least 21 years of age, be in good physical health, pass a police background check, and pass an interview with police supervisors. There is no maximum age limit for service in this program, provided the individual is physically fit to perform the duties assigned.
- C. Potential VIPS candidates will not be processed into the program until an assignment has been identified within the department.
- D. There is no uniform for VIPS personnel. However, when on duty in a department facility, standards of good grooming and appearance will be maintained.
- E. VIPS personnel will be issued a Police Department identification badge which must be worn at all times while inside a department facility or while on

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assignment representing the department. VIPS must surrender their identification badge at the time of their resignation/departure from the VIPS program.

- F. Administrative support duties include the following:
1. Routine office duties.
 2. Data entry and related duties.
 3. Telephone staffing.
 4. Information desk duties.
 5. Photocopying, microfilming, and document scanning.
 6. Computer activities.
 7. Inventory, control, and recordkeeping.
 8. Role-playing at the Criminal Justice Academy and other department exercises.
 9. Intelligence gathering (if assigned to Criminal Intelligence Unit).
 10. Photography.
 11. Foreign language translators/interpreters.
- G. There is a minimum of ten service hours per quarter required for VIPS. It is the responsibility of each volunteer to complete a monthly hours report for each month they volunteer. This record will be verified by a supervisor and submitted to the Auxiliary/Volunteer Coordinator by the fifth working day of each month.
- H. VIPS may request they be placed on inactive status for a specific period of time not to exceed three months within one calendar year. VIPS will forward

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an explanation to the Auxiliary/Volunteer Coordinator detailing the reasons for this change in status. At the end of the requested inactive period, a decision will be made as to the status of the VIPS. A request for inactive status will not adversely affect the overall status of the individual within the VIPS program with the exception that a change in assignment may result due to operational necessity. Inactive status may be extended for prolonged medical issues or military duty.

IV. RESPONSIBILITIES

- A. VIPS applicants are under the control of the Traffic Division Commander until completion of processing and assignment to a station/division.
- B. The Auxiliary/Volunteer Coordinator shall serve at the discretion of the Traffic Division Commander and be responsible for obtaining initial and or one-time assignments for program volunteers as well as any subsequent transfers. The Auxiliary/Volunteer Coordinator will fill assignments in the order they are received. Exceptions to this policy may be authorized by the Operations Support Bureau Commander or his designee.
- C. Following assignment, regardless of duration, VIPS volunteers are under the administrative and operational control of the supervisor to whom they are detailed. The precise nature of their duties and their work schedule shall be established by mutual agreement between their immediate supervisors and themselves.

V. EDUCATION AND TRAINING

- A. Volunteers receive on-the-job training at their assignment location. Specialty training may include but is not limited to VCIN certification, self defense instructor training, or child car seat installation training, which will be conducted by department personnel at no cost to the volunteer.

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VI. EQUIPMENT

- A. Volunteers are not routinely issued police equipment; however, when assigned to projects that require items such as traffic vests, flashlights or pagers, the equipment will be issued to individual volunteers. The equipment will remain the property of the department and be surrendered at the end of the assignment.
- B. On a case-by-case basis, VIPS who are required to travel while on departmental business may be authorized to operate an unmarked county vehicle. The volunteer must possess a valid driver's license and complete the Vehicle Familiarization Course, conducted by the FCCJA, prior to authorization. Written approval from the VIPS immediate command personnel is required. A copy of the authorization will be retained in the VIPS personnel file.

VII. DISCIPLINARY PROCEDURES

- A. The execution of disciplinary procedures against a VIPS volunteer, to include performance counseling, is primarily the responsibility of the individual's immediate supervisor.
- B. Poor duty performance or breaches of discipline not severe enough to warrant official action but disruptive to a good working environment shall be grounds for returning any volunteer to the Traffic Division Commander for reassignment. Termination of an assignment for disciplinary reasons or for poor performance will be made a matter of record by a memorandum signed by the affected supervisor to the Traffic Division Commander for placement in the individual's personnel file.
- C. At the direction of the Traffic Division Commander, the Auxiliary/Volunteer Coordinator shall monitor the conduct and disciplinary record of each volunteer in the program. Volunteers who demonstrate a consistent tendency toward unsatisfactory service or failure to complete required volunteer hours per calendar year shall be dismissed from the program. A recommendation for dismissal shall be forwarded to the OSB Commander.

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- D. The OSB Commander shall review all recommendations for dismissal and if founded, shall forward them to the Chief of Police or his designee. The Chief of Police or his designee shall notify the individual concerned of his decision. That decision is final.

VIII. PERSONNEL RECORDS

The personnel records for VIPS personnel shall be maintained by the Traffic Division Commander or his designee. Supervisors must ensure that copies of all correspondence relating to the service of a VIPS volunteer are forwarded promptly to the Traffic Division Commander for filing.

IX. INSURANCE AND COMPENSATION

- A. All VIPS enter the VIPS program as volunteers. Work related illness and injuries are covered under the "excess insurance policy" for Fairfax County as described in the Risk Management Manual Section: INS-1-89.
- B. Should an injury require emergency treatment or hospitalization, a Medical Status Report form shall be submitted to the attending physician by the on-duty supervisor responsible for investigating the injury. The supervisor shall request the physician complete and sign the form.
- C. In all cases, a supervisor shall investigate the circumstances of the injury and submit a report of findings. The injured volunteer, after reviewing and concurring with the findings, shall initial the report. It shall be directed to the Chief of Police via the appropriate commanders with a copy to the Auxiliary/Volunteer Coordinator and the OSB Commander.
- D. The Auxiliary/Volunteer Coordinator, on behalf of VIPS volunteers, shall file all claims for on-duty injuries. The investigating supervisor shall furnish the Auxiliary/Volunteer Coordinator with a copy of the investigation report within 24 hours of the injury to facilitate the timely filing of the claim.

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E. No VIPS will receive payment, benefits or otherwise be compensated for hours worked or services performed in connection with their position.

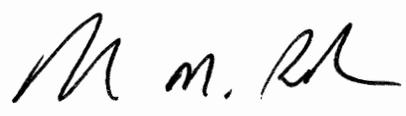
X. CONFIDENTIALITY

- A. VIPS personnel may have access to confidential records such as criminal histories or current investigations, as their duties may dictate. In addition to training regarding unauthorized disclosure of such records, each volunteer must sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally or in writing, shall be grounds for immediate dismissal and possible criminal prosecution.
- B. VIPS personnel are not authorized to release any criminal history information to anyone outside the Police Department.

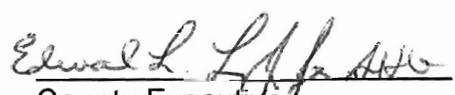
This General Order becomes effective January 1, 2008 and rescinds all previous General Orders pertaining to this subject.

ISSUED BY:

APPROVED BY:



Chief of Police



County Executive