


FAIRFAX COUNTY POLICE DEPARTMENT  GENERAL ORDER	SUBJECT: VOLUNTEERS IN POLICE SERVICE		NUMBER: 414
	EFFECTIVE DATE: August 12, 2022	REVIEW: August, 2025	
RESPONSIBLE ENTITY: Community Engagement and Equity			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Replaces: 430.6 <input type="checkbox"/> Revised:
ACCREDITATION STANDARDS	CALEA: 45.3.1, 45.3.2		
	VLEPSC:		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the Department's Volunteers in Police Service Program (VIPS).

II. POLICY

It is the policy of the Fairfax County Police Department that designated levels of administrative support be provided by utilizing the abilities of non-salaried, non-uniformed volunteers, with no law enforcement authority. The Department's VIPS program is established under the authority of the Chief of Police and falls within the administrative purview of the Department's Community Engagement and Equity Commander. The selection, appointment, and tenure of all VIPS personnel shall be determined by the Chief of Police or their designee.

III. GENERAL PROCEDURES

- A. **Requirements:** Individuals who seek to become VIPS shall submit an application through the Fairfax County [Volunteer Management System](#). In order to be eligible, VIPS personnel shall be at least 21 years of age, in good physical health and physically capable of performing all assigned duties, pass a police background check, and successfully complete an interview with the Department's Administrative Support Bureau (ASB). VIPS candidates shall not be processed into the program until a Department assignment has been identified and the candidate signs a copy of the Volunteer and Non-Disclosure agreements.
- B. **Authority:** VIPS fall within the purview of the Community Engagement and Equity Commander until they are directly assigned to a station or division. VIPS follow no formalized rank structure, nor do they receive payment, benefits, or compensation for any hours worked or services rendered in connection with their duties and assignment.

1. **Community Outreach Coordinator:** The Community Outreach Coordinator is assigned to the Community Engagement and Equity Commander and is responsible for obtaining initial or one-time assignments for VIPS, coordinating all inter-agency transfers, and filling assignments in the order in which they are received.
- C. **Operational Assignments:** Upon assignment and regardless of duration, VIPS shall fall within the administrative and operational control of the division or station commander (or their designee) to which they are assigned. The precise nature of their duties, and work schedule, shall be established by mutual agreement between the VIPS and their immediate supervisor.
- D. **Attire:** VIPS are not issued uniforms; however, they shall maintain standards of proper grooming and appearance whenever on-duty in a Department facility. VIPS shall be issued a FCPD employee identification badge that must be worn at all times whenever they are at a Department facility or on assignment representing the Department. Upon resignation or departure from the program, all VIPS shall surrender their identification badge.
- E. **Duties:** VIPS may assist with the following administrative support duties:
1. General office and computer-related duties.
 2. Photography (as needed).
 3. Role playing during any Department training or promotional process exercise.
 4. Community Police Academy (CPA) staffing.
 5. Crime Prevention assistance (ex: Neighborhood Watch, National Night Out).
 6. Writing and/or editing Department publications.
 7. Child car seat inspections.
 8. Department vehicle general maintenance.
 9. Language translators and interpretation services.
- F. **Training:** VIPS may receive on-the-job training at their designated assignment to include, but not be limited to, VCIN certification, instructor training, or child car seat installation training by Department personnel at no cost to the volunteer.
- G. **Required Volunteer Hours:** VIPS are required to volunteer a minimum of fifteen (15) service hours per quarter, or five (5) hours per calendar month. The County utilizes a Volunteer Management System (VMS) that tracks the hours volunteers provide to the County. Following each assignment, VIPS shall log into the VMS and record the event and hours volunteered. The Community Outreach Coordinator shall monitor the VMS to ensure VIPS are meeting their 15 hour requirement. VIPS who fail to meet this requirement may be removed from the program.

- H. **Operation of County Vehicles:** In performance of official Department business, VIPS who possess a valid operator's license may be permitted to drive a county vehicle. Authorization from the Commander of the bureau or division to which the VIPS is assigned shall be required for the operation of any police vehicle equipped with emergency equipment (lights and siren). VIPS are strictly prohibited from utilizing emergency equipment while operating any police vehicle.
- I. **Personnel Records:** Personnel records for VIPS shall be maintained by the Community Outreach and Equity Commander or their designee. Supervisors shall ensure that copies of all correspondence relating to services provided by a VIPS volunteer shall be promptly forwarded to the Community Outreach and Equity Commander for proper filing.
- J. **Equipment:** VIPS are not routinely issued police equipment; however, whenever assigned to special projects necessitating the use of items such as traffic vests or flashlights, required equipment shall be allocated to involved volunteers. This equipment shall remain the property of the FCPD at all times, and shall be returned at the conclusion of the assignment.
1. **Issued Attire:** VIPS may be issued polo shirts, a windbreaker, and medium weight jacket adorned with the VIPS logo and "Fairfax County Police Department" lettering stitched on the item of clothing. Additionally, VIPS who perform photography services on behalf of the Department may be issued a reflective vest with "**FCPD PHOTOGRAPHER**" inscribed on the back. All of these items shall be returned by the VIPS to the Department Quartermaster upon removal or resignation from the VIPS program.
- K. **Confidentiality:** During the course of their duties, VIPS personnel may have access to confidential records, including criminal histories or ongoing police investigations. In addition to the training regarding unauthorized disclosure of such records, all VIPS shall sign a nondisclosure agreement. Any disclosure of confidential information, either verbally or in writing, shall constitute grounds for immediate dismissal from the VIPS program and possible criminal prosecution.

IV. **REPORTING INJURIES**

- A. **On-Duty Injuries:** All VIPS who sustain personal injury in the performance of duty shall report the facts and circumstances surrounding the injury to an on-duty supervisor in a timely manner. Where an injury requires either emergency medical treatment or hospitalization, a Medical Status Report (MSR) form shall be submitted at the time of treatment to the attending physician. The supervisor responsible for investigating the injury shall request that the physician complete and sign the MSR.

1. **Supervisor Notifications:** Investigating supervisors shall make immediate notification of the injury to the Community Outreach Coordinator and Community Engagement and Equity Commander via written or electronic communication. The Community Outreach Coordinator shall determine the VIPS assignment status based upon the treating physician's recommendation on the MSR.
 2. **Workers Compensation:** Per the [Code of Virginia](#), VIPS are not covered under the Virginia Workers' Compensation Act and as such, the Employer's Accident Report documentation is not required to be completed. VIPS are covered under a group accident policy administered by a private agency that is maintained by the Community Outreach Coordinator and is required to be furnished upon request. The Community Engagement and Equity Commander or their designee shall file injury claims on behalf of any VIPS injured on-duty.
- B. **Off-Duty Injuries:** Any VIPS who sustain an off-duty injury or illness shall, to the extent they are unable to fulfill their monthly duty requirement, promptly notify the Community Outreach Coordinator no less than 48 hours of the injury or illness, or as soon as the VIPS is capable of doing so. A determination of duty status shall be subsequently made by the Community Engagement and Equity Commander.
- C. **Inactive Status:** VIPS may request to be placed on inactive status for any specific period of time not to exceed three (3) calendar months. VIPS requesting this status shall forward, in writing, an explanation to the Community Outreach Coordinator detailing the reasons for this change in duty status. At the conclusion of the requested inactive status period, an assessment and determination of the VIPS status shall be conducted. No request for inactive status shall adversely affect the overall status of the individual within the VIPS program, however, a change in assignment may be required for operational efficiency and necessity. Inactive statuses may be extended due to prolonged medical issues or military duty.

V. DISCIPLINARY PROCEDURES

- A. **Disciplinary Guarantees:** Due to their volunteer status, VIPS are not afforded County or Department disciplinary procedural guarantees. Any Department employee who supervises a VIPS shall contact the Community Outreach Coordinator for guidance with the VIPS performance is unsatisfactory. The initiation and execution of disciplinary procedures against a VIPS volunteer, to include performance counseling, shall be the primary responsibility of the VIPS immediate supervisor.

- B. **Performance of Duty:** Substandard performance of duty or breaches of Department policies and procedures that unduly disrupt an efficient working environment shall constitute grounds for the return of any VIPS to the Community Engagement and Equity Commander for reassignment purposes. Termination of assignment for disciplinary reasons or substandard performance shall be made a matter of record via official Department memorandum signed by the affected supervisor to the Community Engagement and Equity Commander for placement in the VIPS personnel file.

- C. **Disciplinary Determinations:** At the direction of the Community Engagement and Equity Commander, the Community Outreach Coordinator shall monitor the conduct and disciplinary record of all volunteers in the VIPS program. VIPS who demonstrate consistent tendencies towards unsatisfactory service or fail to complete required volunteer hours shall be subject to dismissal from the program. All recommendations for VIPS dismissal shall be documented and forwarded to the attention of the Community Engagement and Equity Commander who shall review the recommendation and, where deemed substantiated, forward them to the Chief of Police or their designee for final and non-grievable determination.

VI. LEGAL REFERENCES

- A. [Va. Code Ann. § 65.2-100 et seq.](#) Virginia Workers' Compensation Act.

General Order 414 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive