



FAIRFAX COUNTY POLICE DEPARTMENT  GENERAL ORDER	SUBJECT: VOLUNTEERS IN POLICE SERVICE (VIPS)		NUMBER: 430.6
	EFFECTIVE DATE: December 10, 2018	REVIEW: December 2022	
	TOPICS: PURPOSE AND POLICY		
RESPONSIBLE ENTITY: Planning and Research Bureau			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
ACCREDITATION STANDARDS:	CALEA 16.4.1, 22.2.7		
	VLEPSC ADM.03.01, ADM.04.01		

I. PURPOSE

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


II. POLICY

The Department VIPS program is established under the authority of the Chief of Police and is under the administrative control of the Planning and Research Bureau (PRB) Commander. The VIPS program is administered directly by the Auxiliary Police Officer (APO) Coordinator. The selection, appointment, and tenure of VIPS personnel will be determined by the Chief of Police or their designee.

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	TOPICS: PROCEDURES, ASSIGNMENTS AND EQUIPMENT		
RESPONSIBLE ENTITY: Planning and Research Bureau			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
ACCREDITATION STANDARDS:	CALEA 16.4.1, 16.4.2, 16.4.3, 22.2.7 VLEPSC ADM.03.01, ADM.04.01		

III. PROCEDURES, ASSIGNMENTS AND EQUIPMENT

- A. There is no rank structure in the VIPS program. VIPS will not receive payment, benefits, or otherwise be compensated for hours worked or services performed in connection with their position.
- B. All VIPS candidates are required to submit an application through the [Volunteer Management System link](#) on the Fairfax County website. 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 the Administrative Support Bureau. 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, and the candidate signs a copy of the Volunteer Agreement and Non-Disclosure Agreement.
- D. VIPS candidates are under the control of the PRB Commander until completion of processing and assignment to a station/division.
- E. The APO Coordinator is assigned to PRB and is responsible for obtaining initial and/or one-time assignments for program volunteers, as well as any subsequent transfers. The APO Coordinator will fill assignments in the order they are received. Exceptions to this policy may be authorized by the PRB Commander, or their designee.
- F. Upon assignment, regardless of duration, VIPS volunteers are under the administrative and operational control of the division or station commander, or their designee, 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 the VIPS volunteer.


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G. There is no mandatory uniform for VIPS personnel. However, when on duty in a Department facility, standards of good grooming and appearance will be maintained.


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

I. Administrative support duties generally involve:


- General office duties.
- Computer related duties.
- Photography (as needed).
- Role playing at the Fairfax County Criminal Justice Academy (FCCJA) and during other Departmental exercises (as needed).
- Staffing the Citizens Police Academy (CPA).
- Crime prevention activities, to include Neighborhood Watch Programs, National Night Out, newsletters, and other similar projects at the district stations.
- Writing and/or editing Departmental publications.
- Child car seat inspections.
- Conducting general maintenance on police cruisers and other Department vehicles.
- Language translators/interpreters (as needed).

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- J. 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.
- K. VIPS are required to volunteer a minimum of 15 service hours per quarter (five hours per month). The County utilizes a Volunteer Management System (VMS) to track the hours volunteers provide to the County. Following each assignment, VIPS will log into VMS and record the hours volunteered and the event. The APO Coordinator will monitor the VMS to ensure VIPS are meeting the 15 hour requirement. If a VIPS does not satisfy this requirement, they can be removed from the program.
- L. On a case-by-case basis, VIPS who are required to travel while on Departmental business may be authorized to operate a county vehicle if they possess a valid driver's license. Authorization from the Commander of the bureau/entity to which the VIPS is assigned is required for the VIPS to operate any police vehicle equipped with lights and sirens.
- VIPS are prohibited from utilizing emergency equipment while operating any county vehicle.
- M. The personnel records for VIPS shall be maintained by the PRB Commander or their designee. Supervisors must ensure that copies of all correspondence relating to the service of a VIPS volunteer are forwarded promptly to the PRB Commander for filing.
- N. VIPS are not routinely issued police equipment; however, when assigned to special projects that require items such as traffic vests or flashlights, the equipment will be issued to individual volunteers. The equipment will remain the property of the Department and shall be surrendered at the end of the assignment.
- O. VIPS are provided with polo shirts, a windbreaker, and a medium weight jacket, all with the VIPS logo and "Fairfax County Police Department" stitched on the left breast pocket of the clothing. In addition, VIPS that take photos for the Department may also be issued a reflective vest with "FCPD Photographer" written on the back. These items will be returned by the VIPS upon resignation or removal from the VIPS Program.

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P. 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.

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	TOPICS: REPORTING INJURIES AND DUTY STATUS,		
RESPONSIBLE ENTITY: Planning and Research Bureau			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
ACCREDITATION STANDARDS:	CALEA 16.4.1, VLEPSC		

IV. REPORTING INJURIES

A. On-Duty Injuries


1. VIPS who sustain personal injuries while on-duty will report the circumstances orally to a supervisor immediately.
2. Should the injury require emergency medical treatment or hospitalization, a [Medical Status Report \(MSR\) form](#) will be submitted at the time of treatment to the attending physician. The supervisor responsible for investigating the injury will request that the physician complete and sign the MSR.
3. In all cases, a police supervisor will investigate the circumstances of the injury and make immediate notification to the APO Coordinator and PRB Commander through written correspondence. A determination of light duty, leave of absence, or return to duty will be made by the PRB Commander.
4. VIPS are not covered under Va. Code Ann. [§ 65.2 -100](#), et seq., the "Virginia Workers' Compensation Act." Therefore, the form entitled Employer's Accident Report is not required. VIPS are covered under a group accident policy administered by a private agency. The APO Coordinator will maintain the current insurance policy information and will furnish such information upon request.
5. The PRB Commander, or designee, will file all claims on behalf of VIPS injured on-duty.

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B. Off-Duty Injuries


1. Whenever a VIPS sustains an illness or is injured off-duty, to the extent that the VIPS is unable to fulfill their monthly duty requirement, the VIPS will notify, in writing, the APO Coordinator. A determination of light duty, leave of absence, or return to duty will be made by the PRB Commander.
2. The APO Coordinator will be notified within 48 hours of the injury/illness, or as soon as the VIPS is capable of doing so.

- C. VIPS may request to be placed on inactive status for a specific period of time not to exceed three months within one calendar year. VIPS will forward an explanation to the APO Coordinator detailing the reasons for this change in status. At the end of the requested inactive status 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. However, a change in assignment may be required for operational necessity. Inactive status may be extended for prolonged medical issues or military duty.

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	TOPICS: DISCIPLINARY PROCEDURES		
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ACCREDITATION STANDARDS:	CALEA 16.4.1 VLEPSC		


V. DISCIPLINARY PROCEDURES

- A. Due to the voluntary nature of the VIPS program, VIPS are not afforded disciplinary procedural guarantees.
- B. Any Departmental employee who supervises a VIPS shall contact the APO Coordinator for guidance if the VIPS performance is unsatisfactory. The initiation and execution of disciplinary procedures against a VIPS volunteer, to include performance counseling, is primarily the responsibility of the individual's immediate supervisor.
- C. 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 PRB 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 PRB Commander for placement in the VIPS personnel file.
- D. At the direction of the PRB Commander, the APO Coordinator shall monitor the conduct and disciplinary record of each volunteer in the program. VIPS 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 PRB Commander.
- E. The PRB Commander shall review all recommendations for dismissal and if founded, shall forward them to the Chief of Police or their designee. The Chief of Police, or their designee, shall notify the VIPS of the decision. That decision is final and is not grievable.

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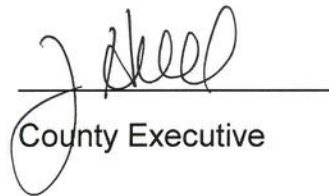
General Order 430.6 becomes effective on December 10, 2018, and rescinds all previous rules and regulations pertaining to the subjects.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive