

DIRECTIVE 45.3 CITIZEN VOLUNTEERS

Issue Date: 06/04/2025	By Order of Chief of Police
Rescinds: (Issue 03/05/2020)	CALEA Standards
Pages: 5	Referenced: 45.3.1; 45.3.2 & 45.3.3
	Review: February 2026

This directive consists of the following sections:

45.3.1 Program Description

45.3.2 Training

45.3.3 Uniforms

POLICY & PROCEDURE

Miami Township Police Department recognizes that citizen volunteers offer significant service to the Police Department and residents of Miami Township. Citizen volunteers assist at numerous community events and police operations by performing routine, non-police duties.

45.3.1 Program Description

The department's volunteer programs consist of:

- College Internship Program;
- A recognized Law Enforcement youth program sponsored and sanctioned by Public Safety Cadets;
- Citizen's Police Academy Alumni Association (CPAAA);
- Police Chaplain Program.

All persons participating in Miami Township Police Citizen Volunteer programs shall abide by all procedures, rules and regulations established by the Miami Township Police Department. Citizen volunteers must complete a written application and screening process as determined by the Support Services Division Supervisor before acceptance into any volunteer program. Directive 45.3 will be attached to the volunteer application and receipt of this directive will be indicated by the volunteer applicant.

Volunteers Status

Persons participating in Miami Township Police Volunteer Programs are not sworn officers. Volunteers shall not carry or use any type of weapon or firearm.

Duties, Roles & Authority of Volunteers

Persons participating in the Public Safety Cadet Program and the Citizen's Police Academy Alumni Association may volunteer for any activity approved by the Police Department for which they have the competency and physical capacity to do so. Volunteers may be assigned to law enforcement related community service functions. They may be used as a resource in emergencies and large-scale special events.

Persons participating in the Police Chaplain Program must be an ordained minister, rabbi or equivalent in good standing with his church/denomination. Chaplains shall offer crisis intervention, assist in police notifications to families in the event of death, serious illness or injury, provide counseling or referral to citizens or police personnel and maintain a liaison with the religious and civilian community in general.

Volunteers shall at no time assume the role of a law enforcement officer nor interfere with an officer in the performance of his or her duties. Volunteers shall not present themselves as an employee of Miami Township.

Volunteers shall not publicly criticize the actions of any Miami Township employee or any directive, policy, procedure, rule or regulation of the Miami Township Police Department. Any concern or grievance of volunteers shall be directed to the Support Services Division Supervisor for discussion and final resolution.

Any information gained by volunteers shall be considered confidential and shall only be used to the benefit of the persons concerned. Volunteers shall not release any information to any person outside of the Miami Township Police Department, including the news media, physicians or insurance companies unless directed by a member of the Command Staff.

Volunteers failing to maintain these, or any other required policy, procedure, rule or regulation of the department shall be removed from the program.

Ride Along Program

To better inform select volunteers of the nature of police work in order to encourage their support, it shall be the policy of the Miami Township Police Department to permit certain volunteer personnel to ride along with sworn police officers on duty subject to procedures and regulations prescribed in this Directive.

For clarification, select volunteers refers to the current Miami Township Citizens Police Academy session participants, members of the Miami Township Citizen Police Academy Alumni Association, potential recruits/applicants, members of the Public Safety Cadets, Police Chaplains and any other person approved by the Chief of Police to participate.

All ride-long opportunities shall be scheduled in advance of the ride along. Volunteers wishing to participate in a ride-long opportunity shall complete a request form and submit

it to the Support Services Division Supervisor one week in advance of the requested ride along date. Final approval/disapproval will be made by the Chief of Police. If possible, the rider will be notified 48 hours in advance of their requested date. Walk in riders are prohibited.

Shift supervisors shall assign an officer for the ride along. Officers should be given the opportunity to opt out if they do not want to host a rider. Although not required, effort will be made to place a Public Safety Cadet rider with a host of the same gender.

Officers hosting the ride-along opportunity must comply with the following provisions:

- May not host the same rider on consecutive ride along opportunities.
- May only host riders between the hours of 0700-0000.
- Will not host any rider who has not previously scheduled the ride along through the Chief of Police.
- May not initiate in any activity that will expose the rider to undue danger or harm, i.e. vehicular pursuits, handling of weapons or hazardous materials, etc.
- Will not permit the rider to get out of the police vehicle at scenes that are not yet stabilized and that present the possibility of danger or harm to the rider, i.e. fights in progress, active aggression in domestic violence calls, threats of suicide with any weapon of any type or any other call that the hosting officer believes may constitute dangerous.
- Will not take the rider to the officer's home under normal circumstances. If the officer must respond to their home, the rider shall remain in the vehicle.
- Will comply with all department directives, policies, procedures, rules, directives and other instructions concerning citizen riders.

Public Safety Cadet riders must comply with the following provisions:

- Only one Cadet will be permitted to participate as a rider at any time.
- Must be at least 16 years of age.
- May only ride between the hours of 0700-0000. High school students may not ride past 1800 if classes are scheduled the following day.
- Must wear issued Cadet uniform and be groomed appropriately.
- Must alternate squads and/or shifts to not ride with the same squad consecutively.
- May not ride more than 4 consecutive hours during any one observation opportunity and no more than once per calendar month. The Cadet mentor shall track ride along requests to ensure compliance.

CPA & CPAAA riders must comply with the following provisions:

- Must be a member of the current Miami Township Citizen Police Academy or a member in good standing with the Miami Township Citizen Police Academy Alumni Association and regularly attend meetings and show a history of volunteering for CPAAA activities.
- Must wear issued shirt/jacket with current CPA or CPAAA identification badge.
- May not ride with the same officer on consecutive ride along opportunities.
- May not ride more than 4 consecutive hours during any one observation opportunity and no more than quarterly (4 times per calendar year).
- May only ride between the hours of 0700-0000.
- Must schedule the ride along opportunity at least one week in advance. If possible, the rider will be notified 48 hours in advance for their confirmation.
- Will not divulge to persons outside the police department the names and circumstances of persons involved in situations investigated by the police unless called upon to testify in court or other administrative hearing.
- Will not get out of the police vehicle at scenes that are not yet stabilized and that present the possibility of danger or harm to the rider, i.e. fights in progress, active aggression in domestic violence calls, threats of suicide with any weapon of any type or any other call that the hosting officer believes may constitute dangerous.

If at any time, the host officer believes the rider has violated any of the provisions mentioned herein, the host officer will immediately terminate the ride along by returning the rider to the police department. The officer at their earliest convenience will send a detailed summary of the alleged violation to the Support Services Division Supervisor who will then meet in person with the Chief of Police to discuss the alleged violation. If the Chief of Police concurs with the host officer that a violation has occurred, the rider in question will have their riding privileges suspended for a time established by the Chief of Police.

45.3.2 Training

Volunteers may attend training sessions organized by and approved by the Miami Township Police Department.

Volunteers assigned to community service functions or utilized as a resource in an emergency or large-scale special event shall receive instruction or training appropriate to the task assigned. This would typically occur at a meeting or pre-event briefing. If volunteers are utilized in an emergency, they shall be given specific instruction/tasks by the on-scene Incident Commander. Volunteers shall not be assigned or perform any task that requires law enforcement powers.

Any CPAAA volunteer operating the Citizen's Safety Patrol vehicle must achieve a passing grade (75-100 points per driving test event) on a course(s) determined by a Miami Township driving instructor as outlined in Directive 41.1. This training will occur annually for all CPAAA current and new members.

45.3.3 Uniforms

Persons participating in the Public Safety Cadet Program shall wear uniforms that clearly distinguish them from sworn officers of the Miami Township Police Department. The Chief of Police shall reserve the right to approve the uniform, its parts and accessories.

Persons participating in the Citizen's Police Academy Alumni Association shall wear an approved uniform of a civilian golf style shirt with a logo and golf cap (optional) approved by the Chief of Police.

Persons participating in the Chaplain Program shall be properly attired as follows:

- Non-formal events: Chaplains will wear the issued chaplain shirt or jacket.
- Formal Events: Chaplains will wear a suit and tie and display the issued Chaplain badge and nameplate on the left breast pocket of the suit coat.
- The Chief of Police shall reserve the right to approve the clothing standard, its parts and accessories.

CPAAA volunteers shall be issued an Identification card that must always be worn while working at community events or any other approved police function. Identification cards issued to CPAAA members shall be stamped as VOLUNTEER and shall not bear any badge design or any other marking that would cause a person to believe the volunteer is a sworn Officer. Identification cards are only to be worn or displayed while engaged in an approved community event or other approved police function.

Public Safety Cadets and Chaplains are issued name plates/uniform markings for identification purposes.

All issued uniforms, shirts, jackets or any other item and accessory issued to a volunteer are the property of the Miami Township Police Department and shall be returned immediately by order of the Chief of Police or his/her designee.