

EL PASO COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE MANUAL

Effective Date: 03/12/15 Supersedes: 10/02/13	Approval: <i>Bill Elder</i>	Number: 739
Subject: CITIZEN PATROL – APPLICATION PROCESS AND SELECTION PROCEDURES		
Reference: EPSO Policy 734, Auxiliaries	Standard: CALEA: 16.4.1, 16.4.2, 16.4.3	
Chapter: VII	Reevaluation Date: Annual	No. Pages: 3

- I. PURPOSE:** To establish a standardized procedure to select the most qualified Citizen Patrol applicants.
- II. DEFINITIONS:**
- AUXILIARIES:** A uniformed or non-uniformed civilian affiliated with the Sheriff's Office because of their interest in contributing to the mission of the Sheriff's Office. Auxiliaries are not sworn officers.
- CITIZEN PATROL VOLUNTEER (CPV):** Volunteers who have an interest in law enforcement and who wish to assist the Sheriff's Office in providing for the safety and security of their community. They partner with the Sheriff's Office and support efforts of sworn and civilian personnel. They assist the Sheriff's Office in one or more of the following areas: Patrol, Detentions, Investigations, and Administrative Services. Citizen Patrol Volunteers are not sworn deputies and do not carry firearms.
- VOLUNTEERS:** Unpaid citizens.
- III. POLICY:** It is the policy of the Sheriff's Office to recruit the most qualified Citizen Patrol volunteers (CPV) in accordance with established El Paso County Policy, in accordance with applicable Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) guidelines.
- IV. RECRUITING PROCEDURE – CITIZEN PATROL VOLUNTEERS**
- The Volunteer Coordinator in conjunction with the Research and Planning Section will administer the Citizen Patrol recruiting effort. Citizens who are graduates from the El Paso County Sheriff's Office Citizens Academy are candidates for the program. An overview of the program will be covered during all Citizens Academies to solicit participation. Information and interest forms will be sent to all past Citizen Academy graduates outlining the Sheriff's Citizen Patrol program in an effort to recruit them into the program. Once volunteers are identified, the names will be turned over to the Human Resources Section for processing. Volunteers for this program are not required to take the Deputy Written test or Oral Board.
- A. APPLICATION REQUIREMENTS/CRITERIA:**
1. Sheriff's Citizen Patrol applicants must meet the same individual requirements as applicants for deputy sheriff. Applicants will follow detailed instructions on how to complete the application. The applicants will be screened out at this point for any of the following reasons:
 - a) Felony convictions.
 - b) Failure to meet minimum age requirements (21 years or older at time of application. Applicants age 18-20 may be considered on a case by case basis.
 - c) Not a U.S. Citizen.
 - d) Conviction involving crimes of moral turpitude and certain misdemeanors such as domestic violence.

- e) No High School Diploma or GED.
 - f) No valid Drivers License.
 - g) Marijuana use within the last 12 months.
 - h) Schedule III drug use within the last three (3) years.
 - i) Schedule II drug use within the last five (5) years.
 - j) Schedule I drug use within the last 10 years.
 - k) History of drug sales.
2. **ADDITIONAL APPLICANT REQUIREMENTS:**
In addition to the above-mentioned requirements, prospective CPV will also comply with the following testing phases:
- a) Complete the truth verification examination booklet and successfully pass a truth verification interview administered by a certified National Institute for Truth Verification (NITV) technician. This examination will not be used as the single determinate of employment status.
 - b) Successfully pass a background investigation.
 - c) Successfully pass a pre-employment drug screen in support of the County's drug free work place policy.
 - d) Physical screening.
3. **APPLICANTS THAT ARE DETERMINED INELIGIBLE FOR THE PROGRAM:**
Any applicant that is determined ineligible for the program shall be notified in writing within 30 days of the determination of ineligibility.
- B. RESIDENCY REQUIREMENTS:** Members are not required to reside within El Paso County, but must be a U.S. citizen.
- C. TECHNICAL SKILL REQUIREMENTS:** Sheriff's Citizen Patrol volunteers should possess certain basic technical skills to facilitate the use of Sheriff's Office equipment. These skills include:
- 1. Basic computer skills to include familiarity with computer log on procedures.
 - 2. Familiarity with the internet, e-mail, word processing, and spread sheets.
 - 3. Good writing and composition skills.
- D. TIME COMMITMENT REQUIREMENTS:**
- 1. Sheriff's Citizen Patrol volunteers must attend and successfully complete both the Citizens Academy and a 45 hour training academy. Training dates and times will be published well in advance. The training will take place primarily during week day evenings. Some weekend training may be required.
 - 2. Upon graduation, CPV will take part in ride-along sessions with a Field Training Officer (FTO). Ride-along sessions will focus on the duties the CPV is expected to accomplish.
 - 3. Participate in refresher training as required.
 - 4. Complete a minimum of 10 SCP volunteer hours per month.
- V. PROGRAM ADMINISTRATION:**
- A.** The Support Operations Division will administer the Sheriff's Citizen Patrol Program. This includes but is not limited to:
- 1. Maintain current rosters of Citizen Patrol Volunteers.
 - 2. Schedule CPV training academies through the Training Section.
 - 3. Schedule CPV ride-along sessions with the Patrol Division.
 - 4. Schedule CPV volunteer.
 - 5. Report CPV hours volunteered at the end of each month to the Volunteer Coordinator by volunteer and the type of work they performed.
 - 6. Schedule CPV for refresher training as required.
 - 7. Maintains a roster of current Citizen Patrol Volunteers.
- B. TRAINING SECTION:**
- 1. Works closely with the Crime Prevention Coordinator to schedule the 45 hours CPV training academies.
 - 2. Maintains CPV training records.

C. VOLUNTEER COORDINATOR:

1. Recruits Citizen Patrol volunteers from current and past Citizens Academies.
2. Creates a statistical report that captures the number of hours and type of volunteer work conducted by the CPV.

D. RESEARCH AND PLANNING SECTION/BACKGROUND INVESTIGATOR:

1. Coordinates and plans Citizens Academies.
2. Works jointly with the Volunteer Coordinator in recruiting for the Sheriff's Citizen Patrol Program.
3. Conducts background checks and CVSA on all CPV applicants.