

IDAHO STATE POLICE PROCEDURE

02.08 VOLUNTEER/INTERNSHIP PROGRAM

A. General

Volunteers and interns are an important part of any organization, and many law enforcement agencies enhance customer service through a volunteer/internship program.

Volunteers and interns bring valuable skills and expertise, as well as new enthusiasm to a job. The Idaho State Police (ISP) uses these qualified individuals for specific tasks and duties to create efficiencies and improve service to the community. Volunteers and interns are not employees; they supplement and support, rather than supplant, sworn officers and civilian personnel.

B. Definitions

“Internship” means an on-the-job learning experience designed to provide an opportunity to experience a real-world, professional work setting.

“Volunteer” means a person who performs service for the agency without promise, expectation, or receipt of compensation for services rendered. Volunteers may serve in short or long duration assignments and may include interns and persons providing administrative or training support.

“Short duration” means a period of not more than a total of 40 hours within one calendar year.

C. Status of Volunteers

1. Volunteers are “at will” workers, and their relationship with the agency is terminated through resignation or dismissal. Volunteers do not receive monetary compensation for their time at ISP.
2. Volunteers working on behalf of the ISP and with ISP authorization are included within the definition of “employee” under the Tort Claims Act and are entitled to the same protection as an employee or officer of the state.
3. Volunteers working on behalf of the ISP and with ISP authorization are covered by the Workers Compensation program for eligible injuries sustained while acting under the authority of the ISP.
4. Volunteers using state vehicles in performing authorized duties as directed by the ISP are covered by the state’s comprehensive general and automobile liability insurance policy for actions arising out of the performance of their duties.
5. Coverage does not extend to the use of the volunteer’s personal vehicle while performing authorized duties. [02.12 Use of State Vehicles](#).

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D. Application and Screening – General

1. The program is open to participants who are at least 18 years of age.
2. Prospective volunteers are subject to a background investigation, as described in ISP procedure [03.09 Pre-Employment Background Investigations](#), prior to acceptance for the program. When the volunteer applicant has successfully passed the ISP background investigation, they must complete an [EHF 02 08-01 Volunteer Services Agreement](#).
3. The ISP issues volunteers, other than those in qualified short duration assignments, a picture identification card, to be worn in a visible manner whenever the volunteer is on duty.
4. The identification card is property of the ISP and must be surrendered when the volunteer leaves the program.
5. The Human Resource Office (HR) initiates an electronic security form for each volunteer prior to start of service.
6. At the time a volunteer resigns or is otherwise separated, the Captain/Manager notifies HR to initiate an electronic security form to ensure all system and facility access is terminated. This form need not be submitted if system/facility access was not originally requested/provided.

E. Application Procedures – Short Duration Assignments

1. Short duration volunteer assignments with modified application procedures must be approved in writing by the Administrative Captain responsible for the background investigation process.
2. Prospective volunteers must complete a [EHF 02 08-01 Volunteer Services Agreement](#) at the start of their volunteer assignment.
3. Volunteers serving in qualified short duration assignments may be exempt from a background investigation per approval by the Administrative Captain.

F. Volunteer Responsibilities

1. Volunteers must comply with [ISP Conduct Expectations](#) and behavior standards expressed in the [ISP Employee Handbook](#).
2. In the event of a workplace injury, the volunteer must report the incident to his or her supervisor, who implements section D. of ISP procedure [05.03 On-Duty Injury or Death](#).

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3. Volunteers must document the days and hours they participate in the program on an [EHF 02 08-02 Volunteer Program Timesheet](#) provided by the agency.

G. Agency Responsibilities

1. The Captain/Manager responsible for selection of a qualified volunteer ensures that the volunteer is placed only in job assignments consistent with his or her knowledge, skills, abilities and the needs of the agency. Human Resources assists with this selection process.
2. The Captain/Manager assigns a paid employee to supervise the volunteers.
3. Supervisors' primary responsibilities are to ensure assigned tasks are completed successfully according to agency standards, and enable the volunteer to experience a positive and rewarding relationship with the agency.
4. The Captain/Manager or designated supervisor provides each new volunteer an orientation to include the following:
 - a. access to and use of the [Employee Handbook](#);
 - b. a review of [01.02 Conduct Expectations](#);
 - c. workplace emergency procedures;
 - d. the sensitivity and confidentiality of some ISP information and activities;
 - e. a tour of the facility, including information on parking and storage of personal belongings;
 - f. volunteer program timesheets and other required forms;
 - g. desk manuals or other protocols associated with assigned tasks, including sufficient training to enable the volunteer to perform assignments;
 - h. where and to whom the volunteer reports; and
 - i. employees with whom the volunteer will be partnering.
5. The volunteer's immediate supervisor maintains a file of the completed program timesheets.