

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 13: Community Involvement **Order Number:** 1311
Topic: VOLUNTEERS: SECURITY CLEARANCES **Issued by:** Chief of Police
Approved: 09/06/17
Review: Annually in September by Support Services Division Commander
Supersedes: G.O. 1311 dated 09/01/00

.01 PURPOSE:

To authorize background investigations and polygraph examinations for police volunteers.

.02 CROSS-REF:

G.O. [1312](#), "Police Volunteer Auxiliary"
G.O. [1317](#), "Chaplain Corps"
G.O. [1326](#), "High School Internships"

.03 DISCUSSION:

Law enforcement agencies are entrusted with sensitive and restricted information in the public interest. In order to meet its obligation to uphold the public trust, the Frederick Police Department requires that its employees and its volunteers maintain confidentiality.

.04 POLICY:

The Department actively recruits and trains citizens for assignments within the Department on a volunteer basis. Volunteers may assume any number of responsibilities/positions within the Department structure that do not require the law enforcement powers of a sworn officer, such as Auxiliary members, Police Explorers and Police Chaplains. It is in the best interest of the Department and of the community that volunteers who have access to confidential, sensitive or restricted information receive a departmental security clearance.

.05 DEFINITIONS:

.10 VOLUNTEER PROGRAMS:

The Frederick Police Department has established a number of programs in which members of the community may assist the Police Department in a number of ways. Volunteer activities may consist of individual duty assignments or of participation in one of the Department's named programs, such as the Uniformed and Non-uniformed Auxiliary, Police Explorers and the Chaplaincy. Each named program will be characterized in a specific General Order in Section 13, "Community Involvement." As new programs are created, program descriptions will be included in this section.

.20 BACKGROUND INVESTIGATIONS/FINGERPRINTS:

Any citizen who desires to join any volunteer program in the Department will be subject to a thorough background investigation conducted by the Department and may, as a matter of routine, be fingerprinted.

.30 ASSIGNMENTS REQUIRING POLYGRAPH:

Volunteers who are assigned to tasks in sections or units that the Chief of Police considers sensitive (i.e., Criminal Investigation Division, Drug Enforcement Unit), may be required to submit to a polygraph examination before, during or after assuming the assigned position, at the discretion of the Chief or his designee.

.35 DENIAL OF POSITION:

Results of the background investigation and/or polygraph examination will be considered by the Support Services Division Commander, who is authorized, after discussion with the Chief of Police or the Operations Bureau Commander, to deny any person entry into the Department's volunteer programs.