

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 9

June 28, 2018

SUBJECT: VOLUNTEERS OPERATING CITY VEHICLES – REVISED

PURPOSE: This Order supercedes Office of Operations Order No.1, *Volunteers Operating City Vehicles*, dated January 18, 2018, transferring the training responsibility for providing the driving course from Training Division to each respective Area/division.

PROCEDURE: Area Volunteer Coordinators shall ensure each volunteer meets the following eligibility requirements prior to operating a City vehicle. Upon meeting the eligibility requirements, the volunteer shall complete a required four-hour slow-speed defensive driving course. Each volunteer shall understand the following procedures and protocols prior to operating a City vehicle.

I. ELIGIBILITY REQUIREMENTS TO OPERATE A CITY VEHICLE. The volunteer shall have completed the formal process to become a Department volunteer as prescribed in Administrative Order No. 3, *City of Los Angeles, Mayor's Volunteer Corps, Los Angeles Police Department Volunteer Checklist – Renamed and Revised*, dated February 6, 2015. The responsible Volunteer Coordinator shall ensure that the following prerequisites have been met before the volunteer is eligible to operate a City vehicle:

- An interview has been conducted by the Volunteer Coordinator;
- A Volunteer Enrollment Form is completed;
- A background investigation has been conducted;
- A References Form is completed;
- A Conviction Certification Form is completed;
- A Volunteer Approval Form is completed;
- A Volunteer and Department Agreement Form is completed;
- A Hold Harmless Agreement Form is completed;
- A Use of the Criminal Justice System Agreement is signed;
- A Volunteer Worker Insurance for the City of Los Angeles Form is completed;
- The volunteer has reviewed and agreed to abide by Special Order No. 11, *Smoking Policy*, dated August 2, 1996;
- The volunteer has reviewed and agreed to abide by Special Order No. 14, *Change in Department's Sexual Harassment Policy*, dated May 11, 1993;
- The volunteer has reviewed and agreed to abide by Chiefs Bulletin, *A Drug Free Los Angeles Police Department*, dated February 21, 1992;
- A Separation from Volunteer Service Form is completed;
- A copy of the volunteer's valid driver's license is obtained;
- A volunteer uniform approved by the Uniform and Equipment Committee is obtained; and,
- The four-hour slow-speed defensive driving training course is completed.

Note: Cadets, regardless of age or rank, are considered Department volunteers. Further, upon reaching 18 years of age all active cadets shall participate in the same criminal history and fingerprinting process performed on all civilian applicants, via the Department's Volunteer Program. However, youth participants in any Department-sponsored youth program are prohibited from operating any City vehicle; including but not limited to emergency response vehicles, unmarked vehicles, plain cars, vans, trucks and motorcycles, regardless of age, rank or tenure in the program (see LAPD Youth Programs Manual, Volume 1/130).

- II. UNIFORM REQUIREMENT WHILE OPERATING A CITY VEHICLE.** Any volunteer operating a City vehicle shall wear a Department-authorized basic volunteer uniform as delineated in Uniform Committee Notice, *Department Volunteer Uniform*, dated November 8, 2013.

Note: The Department volunteer shall be required to wear his or her Los Angeles City Volunteer Identification Card and/or have it visible when operating a City Vehicle.

- III. REQUIRED TRAINING TO OPERATE A CITY VEHICLE.** Upon Commanding Officer approval and satisfactory completion of the prerequisite items for the LAPD volunteer eligibility requirements, the Volunteer Coordinator shall assign the volunteer to a four-hour slow-speed defensive driving training course provided by the respective Area/division. A volunteer shall only be eligible to operate a City vehicle upon proof of completion of the course.

- IV. VOLUNTEER SHALL OPERATE A CITY VEHICLE RESPONSIBLY.** A volunteer who has completed all of the eligibility requirements to operate a City vehicle is required to operate such vehicle responsibly, for authorized Department purposes only, and shall comply with all applicable traffic laws.

Note: The volunteer shall not under any circumstances operate a City vehicle for any unauthorized or unapproved purpose, or for any personal purpose such as running personal errands.

- V. CITY VEHICLES APPROVED FOR VOLUNTEER OPERATION.** The volunteer shall only be authorized to operate an unmarked City vehicle (1) without a lightbar, or (2) with a lightbar that is only capable of activating amber lights.

Note: The volunteer shall not operate a marked, emergency-equipped City vehicle with a lightbar and siren.

VI. TRAFFIC COLLISION PROCEDURE. The volunteer shall refer to and follow the procedure described in the Department Manual Section 4/440.10, when the volunteer is involved in a traffic collision. The Department volunteer shall conduct the following:

- Notify his or her watch commander or officer in charge (OIC) of the traffic collision, who shall ensure that a unit and a supervisor are assigned to respond;
- If unable to notify his or her watch commander or OIC, immediately request a Communications Division operator to dispatch a collision investigation unit and a supervisor to the scene (Department Manual Section 3/206);
- Cooperate with the concerned investigative officers dispatched to the scene. When investigating officers are from an agency other than this Department, Department volunteers' statements concerning their involvement shall only include their personal identification, registration information for the vehicle involved, and a description of their direction of travel. Information relating to the conduct of Department employees shall be regarded as confidential for the use of the City Attorney; and,
- Comply with local ordinances and California Vehicle Code provisions relating to traffic collisions.

VII. VOLUNTEER COORDINATOR'S RESPONSIBILITIES. The Volunteer Coordinator shall ensure:

- The Department volunteer completes the requirements described in Administrative Order No. 3, *City of Los Angeles, Mayor's Volunteer Corps, Los Angeles Police Department Volunteer Checklist – Renamed and Revised*, dated February 6, 2015;
- Coordination and completion of the four-hour slow-speed defensive driver's training course;
- Documentation and tracking of volunteers who complete the driver's training course in the Reserve and Volunteer Management System;
- The volunteer understands duties, requirements, and rules for operating a City vehicle;
- The volunteer understands traffic collision protocol;
- The volunteer only operates a City vehicle meeting the criteria of an unmarked vehicle with no emergency equipment, and/or amber lights only;
- Notification to the watch commander prior to a volunteer operating a City vehicle; and,
- The volunteer's driver's license is valid.

VIII. SUPERVISOR'S RESPONSIBILITIES. The on-duty supervisor overseeing the volunteer shall ensure initial oversight and supervision when the volunteer drives a City vehicle. The supervisor shall ensure the following:

- Document the volunteer's start of watch in the Supervisor's Log;
- Require the volunteer to check in with a designated supervisor every two hours;
- Document the volunteer's end of watch in the Supervisor's Log; and,
- The return of all City property/equipment prior to the volunteer going end of watch.

IX. COMMANDING OFFICER'S RESPONSIBILITIES. The Area Commanding Officer shall determine final approval or denial of a volunteer to operate a City Vehicle.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

Should you have any questions regarding this matter, please contact the Evaluation and Administration Section, Office of Operations, at (213) 486-6050.



MICHAEL B. MOORE, First Assistant Chief
Director, Office of Operations

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