



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-12

Effective: 09/08/2021

Review: 09/08/2022

Replaces: 02/04/2016

1-12 VOLUNTEER AND INTERNSHIP PROGRAMS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[1-6 Patrol Ride-Along Program](#)

[1-25 Chaplain Unit](#)

[1-71 Operations Review](#)

[3-46 Discipline System](#)

B. Form(s)

City of Albuquerque Confidentiality Agreement

City of Albuquerque Injury/Liability Waiver

City of Albuquerque Photo Release Waiver

PD 1002 Ride-Along Request Form

C. Other Resource(s)

[City of Albuquerque One Albuquerque Volunteers Program](#)

D. Rescinded Special Order(s)

None

1-12-1 Purpose

The purpose of this policy is to establish requirements for the selection, placement, and function of volunteers and interns in the Albuquerque Police Department (Department).

1-12-2 Policy

It is the policy of the Department to supplement the Department with community involvement and resources through volunteers and to recruit future employees through educational internships.

N/A 1-12-3 Definitions

None

N/A 1-12-4 Rules and Responsibilities

A. Chain of Command

1. The Volunteer Program and Internship Program fall under the executive guidance of the Department's most current organizational chart.



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B. Volunteer Program

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1. The Volunteer Coordinator shall:

- a. Review applications for participation in the Volunteer Program;
- b. Accept or deny applicants for the Volunteer Program;
- c. Consult with the appropriate Department supervisor to assign the volunteer;
 - i. The Department supervisor may request an additional interview of the applicant to determine the applicant's qualifications or suitability for a specific assignment.
- d. If a conflict develops during the term of a volunteer's participation, become immediately engaged in arriving at a remedy;
 - i. This may include a change of supervisor, reassignment, or termination from the Volunteer Program.
- e. Investigate all concerns about potential policy violations;
- f. Terminate any volunteer found in violation of a Department Standard Operating Procedure (SOP) that would result in a Class 4 or above as based on the Chart of Sanctions, consistent with SOP Discipline System;
 - i. Removal from the program will be at the Volunteer Coordinator's discretion.
- g. Manage the Volunteer Program to include collaboration with the Head Chaplain; and
- h. Facilitate the Patrol Ride-Along Program.

2. A volunteer will:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of eighteen (18) years;
- c. Complete and submit an online application, through the One Albuquerque Volunteers Program;
- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
- e. Attend a training or an informational meeting with the Volunteer Coordinator or their designee;
- f. Complete the City Operator's Permit training prior to operating a City-issued vehicle;
- g. Be eligible to participate in the Department's Patrol Ride-Along Program, consistent with SOP Patrol Ride-Along Program;
- h. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Volunteer Program and criminal and/or civil prosecution.
- i. Be required to follow the schedule set for them;
 - i. If an unexpected absence is required, the volunteer will contact their designated supervisor immediately; and
- j. Be required to track and submit their worked hours to the Volunteer Coordinator through the One Albuquerque Volunteers Program.



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3. A volunteer will not:

- a. Have been convicted of a felony or domestic violence crime;
- b. Volunteer for more than forty (40) hours per week, unless approved by the Volunteer Coordinator; or
- c. Be authorized to receive compensation unless a grant or City-sponsored program has allowed for financial compensation.

6 4. Department personnel shall not permit volunteers to assist with any City or Department function, unless it is approved and assigned by the Volunteer Coordinator.

5. Department personnel shall immediately refer any witnessed policy violations concerning volunteer(s) to the Volunteer Coordinator.

C. Internship Program

7 1. The Volunteer Coordinator shall:

- a. Manage the Internship Program;
- b. Review applications for participation in the Internship Program;
- c. Accept or deny applicants for the Internship Program;
- d. Assign interns;
- e. If a conflict develops during the term of an intern's participation, immediately assist in resolving the conflict;
 - i. This may include a change of supervisor, reassignment, or termination from the Internship Program.
- f. Make exceptions for the minimum grade point average;
- g. Facilitate and assist with visits from representatives from sponsoring academic institutions, as required;
 - i. Representatives are permitted and encouraged to perform periodic site visits to intern assignments.
- h. Investigate all other concerns about potential policy violation(s); and
- i. Terminate any intern found in violation of a Department SOP that would result in a Class 4 or above as based on the Chart of Sanctions, consistent with SOP Discipline System;
 - i. Removal from the Internship Program will be at the Volunteer Coordinator's discretion.

2. An intern will:

- a. Be a United States citizen or documented legal immigrant;
- b. Meet the minimum age requirement of sixteen (16) years and have completed the eleventh (11th) grade of high school;
- c. Complete and submit an online application, through the One Albuquerque Volunteers Program;



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- d. Complete a background check, Confidentiality Agreement, and Injury Liability form;
 - e. Have a grade point average of 3.0 or higher;
 - f. If attending college, provide documentation that they are enrolled in or have completed an applicable academic degree or trade program;
 - g. Attend a training or an informational meeting with the Volunteer Coordinator or their designee;
 - h. Be eligible to participate in the Department Patrol Ride-Along Program; consistent with SOP Patrol Ride-Along;
 - i. Obey all instructions and commands from Department personnel to include following all Department SOPs;
 - i. Failure to follow instructions may result in removal from the Internship Program, or criminal and/or civil prosecution.
 - j. Follow the schedule set for them;
 - i. If an unexpected absence is required, the intern will contact their designated supervisor immediately.
 - k. Understand that academic credit earned for participation is the sole responsibility of the intern's academic institution;
 - l. Track and submit their hours worked to the Volunteer Coordinator through the One Albuquerque Volunteers Program; and
 - m. At the close of the intern assignment, attend an evaluation with the Volunteer Coordinator describing their experience while working with the Department.
3. An intern will not:
- a. Have been convicted of a felony or domestic violence crime;
 - b. Participate in more than forty (40) hours per week unless, approved by the Volunteer Coordinator;
 - c. Receive compensation unless a grant or City-sponsored program has allowed for financial compensation; or
 - d. Be permitted to operate any City-issued vehicle.
4. When requested by an academic institution, the intern's assigned supervisor will complete and submit any progress reports or internship completion forms.
- 6** 5. Department personnel shall immediately refer any witnessed policy violation(s) concerning intern(s) to the Volunteer Coordinator.
- 6** 6. Department personnel shall not permit interns to assist with any City or Department function unless it is approved and assigned by the Volunteer Coordinator.