

**MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER MANUAL**

**CHAPTER 2 - Personnel
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**DATE:
June 15, 2003**

DIVISION OF VOLUNTEER SERVICES

POLICY

It is the policy of the Marin County Sheriff's Office to utilize citizen volunteers in a capacity consistent with their unique skills and to enhance the completion of the department's mission.

PROCEDURE

ORGANIZATION

The Division of Volunteer Services consists of four units, under the command of the Captain of the Bureau of Field Services. Each of the four volunteer units are coordinated by a Division Commander, as assigned.

- 1. Search and Rescue Unit** - The Search and Rescue Unit (SAR) is comprised of youth and adult citizen volunteers. The Search and rescue Unit is affiliated with the Boy Scouts of America Explorer (Adventurer) post # 74 and accepts youth members age 14 to 17 years old. Applicants age 18 and older are eligible for Adult Advisor positions. Operating under authority of the Marin County Sheriff, the SAR unit provides a full range of Search and Rescue Services within Marin County and to other counties in accordance with the Statewide Mutual Aid System.
- 2. Sheriff's Air Patrol Unit** - The Sheriff's Air Patrol is comprised of licensed pilots who provide support for the department through the use of private and department aircraft. Air Missions are varied and range from patrol support, intelligence gathering, aerial photography and special transportation assignments. (refer VOL 01-01 through VOL 01-04)
- 3. Sheriff's Marine Patrol Auxiliary** - The Sheriff's Marine Patrol Auxiliary are comprised of citizen volunteers who have experience with seamanship and function as Auxiliary Marine Officers, who support Deputy Sheriffs assigned to the Marine Patrol Unit. Marine Auxiliary Officers assist with boat handling, marine enforcement and support Dive Team operations.
- 4. Sheriff' Mounted Posse** - The Sheriff's Mounted Posse is comprised of citizen volunteers supporting the department in an equine capacity. Mounted volunteers ride privately owned horses in search missions and ceremonial events.

AUTHORITY AND ASSIGNMENT OF VOLUNTEERS

All volunteers work under the general supervision of department members and are responsible to the Division Commander. Volunteers function within their assigned classification, performing only those duties to which they are trained to perform and to which they have been assigned to. In no event are citizen volunteers tasked with specific law enforcement duties normally carried out by deputy sheriffs, nor do they have peace officer powers.

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APPLICATION AND SELECTION OF VOLUNTEERS

Volunteers interested in a particular unit may apply to the coordinator of that unit. Those citizens having particular skills desirable to the function of that unit (except SAR) will be considered for acceptance. All citizen volunteers will complete an application and pass a background check before being considered for acceptance. Volunteers work at the convenience of the department and may be dismissed at anytime by the Division Commander or Bureau Head. Although Volunteer positions are open to all citizens, those residing within Marin County may be given preference over others.

All Citizen Volunteers must abide by the rules and procedures of the unit to which they are assigned, and are at all times subordinate to their unit's civilian coordinator, manager or supervisor and to all regularly employed department employees. All Citizen Volunteers must possess or obtain the necessary skills required by their unit assignment and maintain those skills for the duration of their service.

VOLUNTEER CONDUCT

Citizen Volunteers should perform their function according to their best ability and immediately report to their superior if they cannot. Inability due to illness should be reported as soon as possible and injuries must be properly documented by the Unit Coordinator.

Citizen Volunteers shall at all times avoid such conduct that would bring discredit to the department or their unit. They shall not use their uniform, badge or identification to solicit gratuities, intimidate others, misrepresent themselves or gain preferential treatment because of their position within the department.

RELATED STANDARDS:

None.

AFFECTED DIVISIONS:

Patrol

DATE OF REVISIONS:

By Order Of:

**ROBERT T. DOYLE
SHERIFF**

