JOPLIN POLICE DEPARTMENT	11-04 STANDARD OPERATING GUILINE
SUBJECT: Sentinel Program	**REVIEW DATE: Annually - November**
EFFECTIVE DATE: November 24, 2009	**ACTION DATE:**
AMENDS/SUPERSEDES: 11-04 November 25, 2008	**AMEND DATE: November 24, 2009**
ACCREDITATION INDEX: 16.4.1 a, b, 16.4.2, 16.4.3	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The Joplin Police Department Sentinel program's main objective is to improve service by developing a spirit of cooperation and partnership with the community. In recruiting and training volunteers from the community to perform various police related duties and allow them to function in direct support of the Joplin Police Department, the Sentinels will allow police officers to focus on tasks which volunteers cannot do. These volunteers function as an auxiliary unit of the department, but have no powers of arrest beyond those of any citizen. (16.4.1 B)

II. PURPOSE

To establish guidelines for membership in and the operation of the Sentinel Program.

III. DEFINITIONS

A. Auxiliary

A civilian who is affiliated with the department in a part-time, without compensation, sworn or non-sworn capacity.

B. Sentinel Coordinator

A Sentinel appointed by the Sentinel Program Supervisor.

C. Sentinel Program Supervisor

A sworn officer within the Special Enforcement Bureau, appointed by the Chief of Police.

IV. PROCEDURES

A. Qualifications and selection

1. Twenty one years of age.
2. No criminal convictions.
3. Valid driver's license.
4. Completion of Citizen Police Academy

B. Basic rules of conduct

When Sentinels are on duty, they are a uniformed, visible representative of the Joplin Police Department. Most of their activities will bring them and the Sentinel Program to the attention of the Joplin community. Their manner and actions will either make or destroy a citizen's impression of the Police Department.

1. Role: The Sentinel specialty is non-enforcement service to the Police and the Community. Examples of Sentinel duties include, but are not limited to, the following; (16.4.1 B)

a.	Crime Prevention / Neighborhood Watch	f.	Code Violations
b.	Handicapped parking enforcement	g.	Parade Assistance
c.	House/Church checks	h.	Jump starts
d.	Found bicycle reporting	i.	Citizen Assist
e.	Traffic direction / control	j.	Storm watch

Sentinels are not sworn police officers and are never to deliberately represent themselves as such. (16.4.1 A)

2. Identification Cards:

   a. Sentinels will be issued an official identification card, which identifies them as non-sworn civilian personnel. Sentinels shall use the I.D. card to identify themselves to citizens or law enforcement officers. Sentinel I.D.s shall not be used for check cashing or other private purposes. I.D. cards are property of the City of Joplin and are to be returned when the Sentinel leaves the program.

   b. Official identification cards are to be used only when the member is on duty as a Sentinel, and/or during patrol hours, and/or during specific Police events/activities.

3. Service Requirements: The Joplin Police Department requires a minimum of eight (8) hours a month of service in uniform. All service shall be approved beforehand through the Sentinel Coordinator.

4. Reporting for duty: Sentinels scheduled for duty who are not able to report for duty should call the coordinator ahead of time to let them know they will not be able to report.

5. Special duty assignments: Sentinels must have approval from the Sentinel Coordinator before engaging in any special duty assignments. Only Sentinels who consistently complete required uniformed duty time can engage in special duty assignments. All sentinels will be required to work a minimum of two special duty assignments each year. If this is not met, then the sentinel will be placed on probation for one year.

6. Weapons: NO WEAPONS OF ANY KIND are to be in the possession of or within the City vehicle of an on-duty Sentinel.

7. Power of arrest: A Sentinel does not possess the same arrest powers that are possessed by police officers. Sentinels are not to detain persons. If it is necessary for someone to be detained, the Sentinel will immediately request the assistance of police officers. Only police officers will make necessary arrests or detentions.

8. Equipment: Sentinels will not take any equipment home. Radios, flashlights, and other necessary equipment will be issued to the Sentinel at the beginning of their tour of duty and will be checked back in by the Sentinel at the end of their tour of duty.

9. Citizen contacts: As uniformed representatives of the Joplin Police Department, Sentinels will be always polite and courteous in their contacts with citizens and other Police and Sentinel members.

10. Alcohol / Drugs:

    a. Sentinels are prohibited from the operation of a City vehicle and/or from engaging in any work-related functions for the following alcohol related conduct:

        i. While consuming alcohol;

        ii. While having a blood alcohol concentration of .02 or greater;

        iii. Within four (4) hours of drinking alcohol;

        iv. After refusing to submit to an alcohol test;

    b. A Sentinel is prohibited from the unauthorized possession of alcohol while on duty. A Sentinel is prohibited from the unauthorized possession or use of unauthorized controlled substances at any time.

    c. Any Sentinel convicted of illegal conduct related to controlled substances or alcohol, or who fails to report such an arrest or conviction to the Sentinel Coordinator shall be subject to immediate termination from the Sentinel Program.

    d. Any Sentinel who is using a prescribed or authorized controlled substance or other substance of any kind, the side effects of which may inhibit or impair the Sentinel's performance shall provide written notice to the Sentinel Coordinator of such use upon reporting to work and prior to engaging in any work-related activity, or earlier if possible. Failure to report shall be cause for disciplinary action up to and including dismissal from the Sentinel Program.

11. Immediate Supervisors: The Sentinel Coordinator (Neighborhood Services Coordinator) is the immediate supervisor for the Sentinel. However, when a Sentinel and Joplin Police Officer(s) are working at a scene or involved in generally the same situation, the Sentinel will follow the directions of the police officer(s) involved in the situation.

12. Teams: Unless otherwise approved by the Sentinel Coordinator, Sentinel members will work in teams of two while on duty. The coordinator will make the final decision on assignments of teams.

13. Legal conduct: Like any other citizen of the United States, you will obey all Federal, State and local laws at all times. Conviction for any criminal offense, (other than traffic violations), will result in immediate dismissal from the Sentinel program.

14. Emergency lights / equipment:

    a. Sentinels are not permitted to display or operate red and/or blue flashing lights on a City vehicle or upon their personal vehicles while on duty unless

specifically authorized to do so by the on-duty police supervisor or officer in charge of a scene.

b. A police supervisor or other officer may permit emergency lights to be activated upon a Sentinel vehicle only when the vehicle is to remain stationary and is to be used for approved purposes (i.e., to control access into a fire scene).

c. Sentinels shall not operate any vehicle as an emergency vehicle (emergency lights and siren).

15. Accepting Public Monies: A Sentinel shall not accept money to be turned into the Court Clerk as a fine.

16. Gratuities: A Sentinel shall not solicit nor accept gratuities, bribes, or privileges.

17. While on duty, Sentinels may respond to calls regarding lost persons, fires and vehicle accidents to assist with traffic and to assist officers and must inform dispatch when they are on scene. Sentinels should avoid other areas where police respond for calls for service unless requested to do so by dispatch or police officers.

18. Leave of Absence: All leave of absences must be put into writing and given to the sentinel coordinator with the date it will begin and an estimated return date. The leave of absence will be either approved or disapproved by the sentinel coordinator.

C. Training (16.4.2)

All Sentinels upon acceptance shall attend such training as required by the Chief of Police to include, but not limited to, the following;

1.	Crime Prevention / Neighborhood Watch	6.	Code Violations
2.	CPR & first aid training	7.	Lock Outs
3.	House check procedures	8.	Handicapped parking citations
4.	Found bicycle reporting and procedures	9.	Radio protocol
5.	Traffic direction / control	10.	Storm watch

D. Uniform Dress Code

1. The full uniform will be worn on duty. There will be no combinations with "civilian" clothes. Sentinel uniforms clearly distinguish them from sworn officers. The uniform is not to be worn off duty. (16.4.3)

a. Summer Uniform: Red pull over polo shirt, white under shirt, black trousers or walking shorts, black boots. (white socks with shorts, black socks with pants)

b. Winter Uniform: Red pull over polo shirt, white under shirt, black trousers, black socks, black boots, red jacket.

c. Uniform Shirts: Red polo shirt with the Sentinel logo. The Police Department will provide. The shirt is not to be worn off duty.

d. Uniform Pants: Black pants (or shorts in the summer) to be provided by the Sentinel member. The Chief of Police and the Sentinel Supervisor will decide the style and fabric. NO jeans are allowed.

e. Shoes: Shoes will be the responsibility of the Sentinel member and not the Police Department. Shoes must be black hiking or walking type boots and will need to be approved by the Sentinel Supervisor.

f. Socks: Must be either black or white. Black socks will be worn with the pants and white socks will be worn with the shorts. Socks are also the responsibility of the Sentinel member.

g. Uniform Jacket: For inclement weather, the Police Department will provide a red jacket with the Sentinel logo.

E. Equipment

1. Raincoats: The Joplin Police Department will provide a supply of raincoats for the Sentinel program. Raincoats are lightweight vinyl, bright yellow, below the knee length jackets. Most will fit over a winter jacket if required. On traffic posts or other such assignments, a raincoat worn as the outer garment will increase your safety if you choose to wear it.

2. Flashlights and Radios: Flashlights and Radios will be provided for on duty personnel by the Joplin Police Department. Flashlights and Radios will be checked out at the beginning of the shift and turned in at the completion of the shift.

3. Camera and film/disk: Will be provided for on duty personnel by the Joplin Police Department. The camera will be checked out at the beginning of each shift and turned in at the completion of the shift.

4. Citation book: Will be issued to on duty personnel. The citation book will be checked out at the beginning of each shift and turned in at the completion of the shift. Any citation that is removed from the citation book MUST be accounted for on the transmittal form before the completion of the shift.

Sentinels may not take any equipment home with them. Any misuse or abuse of the equipment will be subject to review by the Sentinel Coordinator.

5. Personal Appearance

a. Personal cleanliness is imperative as a representative for the Police Department. Uniforms must be cleaned and pressed, as necessary. No dirt, smudges, stains or wrinkled garments are permitted.

b. Hair will be clean and neat in appearance.

F. Record of Performance

A performance slip is used to maintain accurate and up to date records of each Sentinels performance, both favorable and unfavorable. The Sentinel Coordinator keeps this document. Sentinels are required to read all entries placed on the slip and initial it.

1. Infractions

Violation of rules governing Sentinels will be handled as follows:

a. Minor infraction committed by Sentinel members (improper use of radio, improper procedures while directing traffic, etc.) should be handled by the witnessing officer or supervisor through counseling.

b. Officers who receive information from any source regarding a possible violation, or observe an infraction, are to notify their supervisor immediately.

c. The supervisor will in turn notify the Sentinel Supervisor or coordinator and they in turn will examine the matter and determine whether an investigation should be conducted. If so, a special report describing the incident and findings will be submitted by the Supervisor to the Chief of Police.

d. If the infraction is of a serious nature, (under the influence of alcohol or drugs, carrying a firearm, representing oneself as a police officer, insubordination) the Sentinel Program Supervisor is to be contacted. The Sentinel Program Supervisor or any sworn police supervisor may suspend a sentinel on the spot for serious misconduct. If this is done, the Sentinel's I.D. card and all equipment are to be confiscated and turned over to the Coordinator or Program Supervisor.

e. All other disciplinary action against Sentinel volunteers (reprimands, long term suspensions, dismissal) will be handled by the Sentinel Program Supervisor and the Chief of Police.

G. Termination of appointment

1. A Sentinels appointment may be terminated at any time in writing by the Sentinel to the Chief of Police or by the Chief of Police to the Sentinel, with or without the recommendation of the Sentinel Coordinator or Program Supervisor.

2. The following general categories will be considered by the Sentinel Coordinator or Program Supervisor as cause for consideration or recommendation to the Chief of Police for termination of the appointment of a Sentinel:

a. Improper personal conduct.

b. Inadequate and/or incompetent handling of assignments.

c. Repeated failure to accept tours of duty.

d. Repeated failure to attend required Sentinel meetings.

e. Failure to comply with the Sentinel Service regulations and/or other applicable Police Department and City regulations.

3. Immediately upon termination of appointment, the Sentinel will surrender his I. D. card and other City owned equipment issued to him or in his possession to the Sentinel Coordinator and will receive a written receipt for the same.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.