

## CASTRO COMMUNITY ON PATROL

# Volunteer Code of Conduct Policy (VCCP)

Draft: 17-MAY-13

Castro Community on Patrol, hereafter CCOP, depends on dedicated, consistent, reliable and professional volunteers to accomplish its mission of patrolling the neighborhood and educating the community about neighborhood safety issues. Our volunteers are the face of the organization and our primary way of interacting with the public. It is therefore critical for patrol volunteers to comply with certain basic requirements that will ensure the organization's success and a positive public image. Following is a code of conduct, with various requirements for patrol volunteers.

To be clear, this list is not exhaustive, and other conduct that undermines the ability of the organization to achieve its mission is prohibited as well.

1. Patrol volunteers must arrive on time at the beginning of a patrol. If a patrol volunteer realizes that he or she will be late, the volunteer must alert the team leader or another appropriate person promptly.
2. Patrol volunteers are expected to show up for patrols and not to cancel at short notice without a good reason.
3. Patrol volunteers should not sign up for shifts that they believe they are likely not to be able to keep.
4. Patrol volunteers must not consume alcohol or drugs prior to, or during patrols. Moreover, patrol volunteers must not patrol while under the influence of alcohol or drugs. "Under the influence" is to be interpreted broadly and does not simply mean drunk or high. Even minor impairment by alcohol or drugs and even having alcohol on the breath from one drink is prohibited. If a patrol volunteer is using prescription medication that may impair his or her ability to patrol effectively or that may impact the patrol volunteer's mental or physical status, the volunteer should alert the team leader or another appropriate person well in advance of the patrol.
5. Patrol volunteers must behave professionally and respectfully during patrols, during other CCOP activities, whenever interacting with CCOP staff or volunteers, and whenever interacting with first responders, members of the public, government representatives, community representatives; or anyone else while representing CCOP whether in uniform or not.
6. Patrol volunteers must never harass each other, board members, staff, or members of the public.
7. Patrol volunteers may wear CCOP identifying clothing when not officially on duty or on patrol, within the limitations of this code of volunteer conduct. When wearing CCOP identifying clothing you are required to act in a manner that will bring credit and respect to CCOP as a whole.
8. Identifying clothing should never be worn inside a bar or club unless the volunteer is inside the bar or club on official CCOP business.
9. Patrol volunteers on duty MUST have and display their valid CCOP identification card at all times. Lost, stolen or damaged CCOP ID cards must be reported immediately to the Chair or Vice Chair. CCOP ID cards remain the property of CCOP and must be surrendered when required.
10. Patrol volunteers who are assigned Team Lead duties for patrols are responsible for all team members and all CCOP property and should take care to protect those team members and that property during patrol and at the conclusion of each patrol.
11. Patrol volunteers who are assigned Team Lead duties are required to submit, or have a team member submit, a detailed report of the patrol and of all actionable incidents during the patrol in the appropriate report format. Reports MUST be submitted within 48 hours of the conclusion of each patrol.
12. Patrol volunteers who stop participating in the patrols are expected to return any CCOP jackets, safety vests, ID's, radio's or gear in their possession. However, volunteers are not expected to return t-shirts, polo shirts, ball caps etc..
13. As we rely heavily on our close relationship with law enforcement agencies at all levels in achieving our mission and goals, CCOP candidates for training, Trainee's, and certified Patrollers of any rank and position; as well as all non-patrol volunteers, must notify the Patrol Directors through the office of the Chair or Vice Chair of ALL prior, or pending, arrests for Felony or Misdemeanor charges and the disposition of such charges. The presence of a Felony or Misdemeanor history, or the presence of a current Felony or Misdemeanor charge not yet adjudicated by the courts does not necessarily preclude participation with Castro Community On Patrol; however, failure to notify the Patrol Directors of such history or of a current arrest and proceeding may result in disciplinary action up to and including termination. All such notifications will be held as "Private & Confidential" to the members of the Patrol Directors group only, for the purposes of determining the continuing status of a volunteer, and will not be disclosed to anyone outside of the Patrol Director group, other than as may be necessary to verify charges and disposition through our law enforcement partners.
14. As a certified Trainee or Patroller of any rank, or as a non-patrol volunteer, with Castro Community On Patrol all persons are expected to act within the limits of their approved training and certification. Anyone who accepts a formal position which is delegated authority by the Chief of Patrol or Chair of the Patrol Directors group understands and agrees to abide by the limits of the authority delegated and accepts that any action outside of that delegated authority, or beyond their approved and certified training and experience level

# **CODE OF ETHICAL PRINCIPLES POLICY**

This policy is established to support the efforts of The Castro Community on Patrol (CCOP) organization in attaining its objectives and mission in an orderly and efficient manner. The policy is not intended to restrict the rights or freedom of speech of volunteers, employees or agents of CCOP, but rather to advise all persons of expected and prohibited conduct in order to foster a welcoming, diverse and harassment free environment.

It is the goal and objective of the CCOP Board of Directors (BOD) to apply and utilize the Standards of Professional Conduct Policy in all areas of CCOP operations and interaction, with CCOP volunteers and employees and with external agencies and organizations.

All members of CCOP are held accountable to the following standards of expected professional conduct:

## **CCOP Code Of Ethical Principles Policy (CEPP)**

- Act with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard our volunteers, donors, and the public interest
- Act according to the highest standards and visions of the CCOP goals, mission, and vision.
- Put philanthropic mission above personal gain
- Inspire others through your own sense of dedication and high purpose
- Improve your professional knowledge and skills so that your performance will better serve others
- Demonstrate concern for the interests and well being of individuals we come into contact with professionally
- Value the privacy, freedom of choice and interests of those affected by our actions and programs
- Foster cultural diversity and pluralistic values, and treat all people with integrity, dignity and respect
- Affirm, through personal giving, a commitment to philanthropy and its role in society
- Adhere to the spirit as well as the letter of all applicable laws and regulations and all CCOP policies, procedures and guidelines.
- Avoid even the appearance of any criminal offense or other professional misconduct
- Bring credit to the organization by your public demeanor when representing CCOP
- Encourage colleagues to embrace and practice these ethical principles and standards of professional conduct
- Be aware of the code of ethics promulgated by other organizations in our professional sphere of influence