KNIGHTDALE PAAL VOLUNTEER HANDBOOK

OPENING STATEMENT AND PROGRAM'S MISSION

Thank you for your interest in volunteering with the Knightdale Police Athletics and Activities League. It is our mission to facilitate positive interaction, build relationships, and provide mentoring to at-risk youth in our community. This approach ensures meaningful engagements that positively impact our youth and our community and helps creates a safer Knightdale. By interacting with the program's students, will you be able to build relationships. The activities and sports included in the program are designed to foster interaction and relationship building between the staff and students. Once those relationships are built between students and staff, effective mentoring can then take place. Mentoring will be student-specific but will follow a theme of empowering the student to be successful into adulthood.

ROLE OF THE VOLUNTEER

REGULAR PROGRAM SESSIONS

Volunteers will assist Knightdale Police personnel in providing supervision and mentorship to the program's participants at each session. Volunteer responsibilities include but are not limited to: assisting with programming, interacting with students, and assisting staff with set up and take down procedures. Volunteers will be expected to assist in at least two meetings during the year. The minimum age of any volunteer serving in this capacity is 18 years old.

No program personnel will hold or take possession of any property of the campers, including electronic devices, except to secure such devices in a location and manner to be prescribed by the program leaders

SPECIAL EVENTS

Volunteers in this position serve in a similar capacity but may be required to aid in fulfilling a variety of roles pertaining to the special event. Volunteer's responsibilities at special events may include but are not limited to: attending the event, handling money, interacting with guests, set up and take down of event materials, and representing the Knightdale PAAL in a professional manner. The time commitment associated with special events will be vary greatly depending on the event, and an itinerary will be provided prior to special event volunteers. The minimum age of any volunteer serving in this capacity is 18 years old.

VOLUNTEER SELECTION PROCESS

VOLUNTEER APPLICATION: Every volunteer working with youth is required to complete a written application. The selection process will include a limited background investigation, including a check of at least two personal references. Applicants will be required to disclose any prior claims or allegations of sexual abuse or other inappropriate conduct. A designated representative will conduct the background check and contact all references prior to engagement in the program. This application must be completed and resubmitted every program year regardless of previous involvement.

SCREENING: A designated representative of the organization will interview each prospective volunteer. This screening process will include specific questions regarding the existence of any prior claims of inappropriate behavior with respect to youth or youth members.

BACKGROUND CHECK: All potential volunteers will be subject to a background check with a contracted vendor qualified to conduct such checks, and the background check will include appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity by the potential volunteer. For current volunteers, this background check will be updated at least every five years.

Potential volunteers should complete a volunteer application packet and submit it along with a copy of their resume including one personal and one professional reference.

BY MAIL OR IN PERSON TO:

ATTN: R. Glahn
979 Steeple Square Ct.
Knightdale, NC 27545

Once the application packet has been reviewed and the appropriate background investigation has been conducted, applicants who meet the qualifications will be requested to attend an interview at a mutually agreed upon time. The interview will take approximately thirty minutes. Applicants should be familiar with the contents of both the student and volunteer handbooks prior to the interview.

ANNUAL ABUSE PREVENTION ORIENTATION

Orientation and policy review will be conducted annually by the Program Coordinator with all volunteers. All volunteers will certify that they have reviewed and accepted our policies with respect to abuse prevention. In addition, there will be an information meeting for parents at the beginning of the year where this policy will be reviewed and distributed.

REPORTING OF SUSPECTED CHILD SEXUAL ABUSE

1. The program coordinator will be responsible for receiving reports of sexual abuse or other inappropriate conduct and for taking appropriate action upon receiving such a report.

2. All volunteers, parents, and program participants are directed to report any incident of abuse or suspected abuse to that they witness or that is reported to them to the designated representative. Volunteers, parents, and program participants also may directly notify the proper law enforcement agencies.
3. The notified Program Coordinator will promptly notify the proper law enforcement agencies that an incident of possible abuse has been reported.
4. If a suspected incident of abuse is reported, the volunteer in question may be suspended from duties while an investigation takes place.
5. The Program Coordinator, when appropriate, shall communicate reports of child sexual abuse to the league members. The confidentiality of any who makes such a report will be protected.

COMPLAINTS AND DISCIPLINARY PROCEDURES

COMPLAINTS

Please direct all complaints concerning staff, officers, or program volunteers to:

Lawrence R. Capps – Chief of Police
lawrence.capps@knightdalenc.gov
919-217-2262

DISCIPLINARY PROCEDURES

If a volunteer acts in a manner contrary to the policies and procedures set forth by the Knightdale PAAL, disciplinary action will be taken. Events of a "non-serious" nature (decided at discretion of the direct supervisor), or repetitive behavior outside of the expectations of the Knightdale PAAL, will be reported to the Program Coordinator. A meeting will be held between the reporting staff member, the Program Coordinator and the volunteer to discuss expectations and correct the volunteer's behavior. Should the volunteer continue to behave in a manner outside the expectations of the Knightdale PAAL program, the volunteer will be dismissed from the Knightdale PAAL volunteer team.

Event deemed "serious" in nature (decided at the discretion of the direct supervisor) by the Knightdale PAAL staff, will result in the volunteer's immediately dismissal from the session or special event, pending a disciplinary conference. The occurrence will be reported to the Program Coordinator. A meeting will be scheduled between the reporting staff member, Program Coordinator and the volunteer. The incident will be reviewed, and measures will be taken to ensure that the volunteer understands the severity of the event. The volunteer's potential removal will be assessed on a case by case basis. Any illegal activity will be reported to the Knightdale Police Department.

Should the volunteer decide not to attend the disciplinary meeting, the volunteer will be automatically dismissed from the Knightdale PAAL volunteer team. The Program Coordinator and Chief of Police reserve the right to dismiss volunteers from the team prior to any disciplinary meetings and for

whatever reason they deem necessary to preserve the image and integrity of the program and the Police Department.

VOLUNTEER SAFETY

The Knightdale PAAL does not place volunteers in situations recognized as high risk, posing harm or danger. If a volunteer feels their safety is being compromised, they are to immediately notify the Knightdale PAAL staff of their concerns. The Knightdale PAAL staff will assess the situation and advise the volunteer accordingly.

ALCOHOL/DRUG USE

While performing volunteer duties, and while representing the Knightdale PAAL program, volunteers are prohibited from using, possessing, selling or be under the influence of any illegal drug or the consumption of alcohol. If a volunteer is determined to be in violation of this directive, the volunteer will be asked to leave the PAAL facilities and removed from the program.

Volunteers are prohibited from using tobacco products or vaping products during regular sessions, outings, special events, or other program activities.

Volunteers are prohibited from the use of and involvement with illegal activities. Proof of a volunteer's involvement with illegal activities will result in termination.

Volunteers are encouraged to be aware of their responsibility to their role and their association with the Knightdale PAAL. Volunteers should be aware of public activities that may violate laws and/or negatively affect the Knightdale PAAL image or undermine the public's confidence in the program or the Police Department. Any violation of this matter will result in corrective action or termination.

DRESS CODE

While attending a volunteer session a volunteer becomes a direct representative of the Knightdale PAAL. We ask that while volunteering, the volunteer dresses respectfully and tastefully, being mindful that the Knightdale PAAL is a youth-based organization. Volunteers should dress appropriately for physical activity. A staff member t-shirt will be provided to all volunteers, which will serve as the volunteer's uniform of the day. Volunteers are expected to wear this shirt at all sessions and events.

The undersigned has read both the volunteer and student handbook in their entirety and agrees to abide by the rules, regulations, and code of conducts outlined within.

_____

Volunteer's Printed Name

_____

Volunteer's Signature and Date