



**Town of Framingham
Police Department**

**Policy on Interns, Advocates, Consultants, and Volunteers
10-11**

Issue date: 11/18/2004		
Type of policy: New (X)	Amendment ()	Re-Issue ()
Effective date: 11/18/2004		
Level: Public Safety ()	Police Division (X)	Town Wide ()

Policy Statement

The Framingham Police Department recognizes that non-police personnel may be associated with the Department for such purposes as providing community service, participating in an internship program, or providing specialized expertise to the Department. This policy is designed to guide this association with the Department.

References

None

Special Terms

Associate: A non-sworn volunteer, consultant, intern, or advocate working with the Framingham Police Department. (excluding Framingham Auxiliary Police Officers).

Policy

- A. **Background Investigation:** All interns, advocates, consultants, and volunteers (associates) must submit to a background investigation. The depth of the investigation will depend on the individual's role within the Department. At minimum it will include a license, warrant, and criminal records check. Associates must complete a background investigation questionnaire and execute a release.
- B. **Non-Disclosure:** Associates shall not disclose any sensitive or confidential information discovered in the course of their association with the Police Department. Associates shall sign a confidentiality / non-disclosure agreement.
- C. **Liability Waiver:** Prior to becoming associated with the Police Department, the Associate must execute a liability waiver, releasing the Department from all claims and civil liability arising out of the Associate's role within the Department.
- D. **Identification:** When in the Police Station or performing their duties, associates shall display appropriate identification that indicates their position. Any identification issued by the Police Department remains property of the Framingham Police and must be surrendered upon demand. Any such identification may only be used within the scope of this policy and not used to identify the Associate as a law enforcement officer.
- E. **Interfering with Police Operations:** Associates shall not interfere with police operations or law enforcement activities. Questions are welcomed but should only be asked at an appropriate time.
- F. **Engaging in Police Activity:** Associates shall not engage in police / law enforcement activity except in emergencies and only when an officer specifically requests assistance. Associates are not sworn law enforcement officers and have no police powers or authority.
- G. **Carrying Weapons:** Associates may not carry firearms or any other weapon including OC spray while in the Police Station or performing their duties.

- H. **Uniforms / Clothing:** Associates must comply with the Department's dress code for civilian employees.
- I. **Standards of Conduct:** Associates must abide by the Department's established standards of conduct and not act so as to embarrass or discredit themselves or the Department.
- J. **Termination of Association:** Associates are free to terminate their services at any time, unless otherwise provided by contract or other agreement. The Department is also free to terminate its association with an intern, advocate, consultant, or volunteer. Such termination shall be at the sole discretion of the Department and without recourse to the associate. No just cause is required. Associates may be terminated for any reason.