

CLALLAM COUNTY SHERIFF'S OFFICE Olympic Discovery Trail Patrol Auxiliary



MEMBER HANDBOOK

Supplemental to the Clallam County Volunteer Handbook

Revised September 18, 2019

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SECTION 01: INTRODUCTION

Welcome to Clallam County Sheriff's Office Olympic Discovery Trail Patrol Auxiliary, (will be referred to as ODTPA in the remaining document). As a new member you may have many questions about our organization and what your role will be. This document will answer most of them. This is a living document and will be updated as needed.

Being a team member in good standing takes a substantial commitment of time per year including patrolling, care and maintenance of equipment, meetings, and trainings.

The Olympic Discovery Trail Patrol Auxiliary is a team staffed by volunteers that is directed by the Clallam County Sheriff's Office. The goal of the team is to provide additional resources to patrol the Olympic Discovery Trail. The Olympic Discovery Trail Patrol Auxiliary will observe and report any suspicious or criminal behavior, safety issues, and ideas for environmental designs that may help in the prevention of crime. The Olympic Discovery Trail Patrol Auxiliary will patrol at the discretion of the Clallam County Sheriff's Office.

SECTION 02: MEMBERSHIP

CANDIDATE QUALIFICATIONS:

- be at least 18 years of age
- have a valid driver license, current auto insurance and a vehicle in good running order
- be financially able to support the required individual equipment and gear needs
- respect authority, be friendly and self-confident
- be capable of working with a team
- be willing and able to commit time to meetings, trainings and organization activities
- must be able to work collaboratively with others in a calm and professional manner in stressful situations
- be willing and able to learn and accept constructive criticism
- ODTPA does NOT discriminate based on age, race, religion, gender or sexual orientation

To continue to be a member in good standing with ODTPA you must:

- Be up to date with logging your volunteer hours into VIMS
- Complete the annual Clallam County online training by March 31st of each year - failure to do so will cause a member to be placed on Inactive Status and be ineligible for missions
- NEVER self-deploy
- All Team members are required to keep a log of all your personal training during the course of the membership (training log master copy available through Admin).

INACTIVE STATUS: If for any reason a member is unable to attend the required meetings, trainings, and organization activities for a period of time, and it is discussed ahead of time with the ODTPA Coordinator, the member will be placed on a temporary Inactive Status / Leave of Absence with no loss of membership.

LOSS OF MEMBERSHIP:

Lack of Training Attendance: If a member is not fulfilling the requirements of the ODTPA, a designated person will contact the member by email. If the member does not respond, another notice will be sent by email 1-2 weeks later. Should no response be received at that time, the ODTPA

Coordinator will take whatever action they deem appropriate. If the member responds by the end of the time period, the ODTPA Coordinator will meet with them to resolve any discrepancies.

Extenuating Circumstances: ODTPA is committed to work with all members during times of hardship and other circumstances so that premature loss of membership is avoided. A Leave Of Absence may be issued for a reasonable period of time, not to exceed one year, with respect to training attendance.

COMPENSATION: Volunteers will receive no compensation nor will they anticipate remuneration of any kind for services rendered as a volunteer under this program. Citizen volunteers accept their responsibilities of their own free will and in the spirit of community service and the public welfare.

SECTION 03: CONDUCT AND DISCIPLINE

CODE OF CONDUCT: As a Volunteer with ODTPA, I am committed to:

Personal Responsibility:

- Be dependable and recognize the commitment and responsibility to my volunteer assignment(s)
- Accept assignment(s) consistent with my abilities and available time.
- Accept assignment(s) with an open mind and a willingness to learn.
- Accept feedback from my peers and leaders in order to do the best job possible.
- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.
- Do not accept tips, request meals to be paid for, or otherwise accept payment for my volunteer work.
- Address ethical concerns by speaking directly with the colleague / responder with whom I have the concern; or when necessary, report such to my leader as in the defined chain of command.

Respect:

- Treat all individuals with a sense of dignity, respect, and worth. Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I work.
- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.
- Abstain from the use of photo, audio or video recording equipment unless authorized
- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.
- Not pressure anyone to accept my political, cultural, or religious beliefs.
- Comply with mandated reporting in cases of suspected child and vulnerable adult abuse or neglect.
- Respect and use all equipment appropriately and as required for my assignment. Do not use county equipment / resources for personal use.

Safety:

- Do not use, possess, or be under the influence of alcohol or illegal substances at any time while representing ODTPA.
- Abstain from all illegal activity.
- Wear required identification and clothing. All items of clothing must be suitable for the work environment and should not contain offensive or objectionable material (slogans or graphics).

- Follow safe workplace practices, including participation in applicable education sessions, using appropriate personal safety equipment and reporting accidents, injuries, and unsafe situations.
- Report suspicious activities to my supervisor.
- Recognize that I have a responsibility to adhere to the rules and procedures of the organization. Failure to do so or failure to satisfactorily perform my volunteer assignment may cause me to be subject to dismissal.

DISCIPLINE: Gross violations of CCSO policies and procedures and the ODTPA handbook which reflect negatively on the Olympic Discovery Trail Patrol Auxiliary program will be thoroughly investigated in accordance with department policy and appropriate discipline will be carried out. Negative public notoriety, and the erosion of public confidence, is the most serious of infractions. Discipline will consist of any of the following as determined by the Sheriff: 1) verbal reprimand; 2) written reprimand; 3) temporary suspension; 4) termination.

NOTE:

Member conduct includes those circumstances where they are representing the interests of the ODTPA program in the conduct of business in the community. Unauthorized commitment of Olympic Discovery Trail Patrol Auxiliary program, expenditure of funds without authorization, inappropriate solicitation of donations of funds or services, or any other similar act which is contrary to the wishes of the Sheriff's Office, shall be considered violation of the member conduct policy.

ENDORSEMENT OF A PRODUCT OR SERVICE: No member or group of members shall have the authority to endorse or recommend any commercial product or service in the name of the ODTPA or the organization. The display of the names or logos of individuals and businesses that have made contributions of funds or services shall not be considered an endorsement of products or services.

ENDORSEMENT OF POLITICAL CANDIDATES: No member or group of members shall have the authority to endorse or recommend any candidate for partisan political office in the name of the ODTPA or the volunteer organization.

CLOTHING ITEMS AND INSIGNIA Clothing items such as a jacket, cap and shirt with Sheriff's Office Auxiliary identification may be authorized and provided for use by members of the organization for approved activities. The purpose of these items is to ensure that department volunteers present an easily identifiable appearance to the public, which will assist them in the performance of their duties. It is understood that the items will be consistent with field duties of the members and will take into account the safety and other needs of the program. The designated items may also be for the purposes of approved non-field activities. Authorized clothing items are intended to provide visibility and identity for the members of the unit, and should be used to the fullest extent possible in field operations as well as approved community events.

- A. Authorized items may also include any issued safety gear personal protective equipment (PPE).
- B. Members will only wear the authorized clothing items and/or approved insignia only for the purpose of performing their official duties. Volunteers will not appear in bars, in taverns or other licensed premises or any other establishment or circumstance which might discredit the organization wearing any identifiable clothing item or insignia, unless necessary in the performance of their duties.

SECTION 04: PUBLIC AFFAIRS AND COMMUNITY RELATIONS

POSITIVE PUBLIC IMAGE: By participating in Olympic Discovery Trail Patrol Auxiliary, the members understand that they individually become representatives of the Clallam County Sheriff's Office, and are

exposed to public scrutiny and comment. A positive public perception of the Olympic Discovery Trail Patrol Auxiliary program is the responsibility of each member.

MEETINGS: Meetings will be held between the ODTPA, the Sheriff's Office ODTPA coordinator at the discretion of the ODTPA coordinator. Other meetings may include meetings with representatives of the Peninsula Trails Coalition, Clallam County Trails Advisory Committee, Neighborhood Watch, or other groups or organizations.

COMMUNITY PARTNERSHIP POLICY: Successful proactive recruiting and training of quality volunteer personnel and many other aspects of the Auxiliary program require strong public confidence and support. Members are expected to conduct themselves in such a way as to achieve and maintain a sense of partnership with the community they serve.

TEAM EFFORT EMPHASIZED: A team effort, with emphasis on the whole team rather than any of its members, is the ultimate goal of the organization. Credit for accomplishments is subordinate to the successful and effective execution of the mission to the best interests of the subject. Personal recognition is not the fundamental purpose for participation in the ODTPA program.

CONTACT WITH THE NEWS MEDIA: Media inquiries and requests for information from the public or other agencies should be directed to the Auxiliary Coordinator or Public Information Officer.

NOTE:

All members will refrain from public discussion of department policy, release of information relating to the details or conduct of a Sheriff's Office operation, discussion of internal discipline or personnel matters, disclosure of the details of a criminal case, or as otherwise prohibited by the Sheriff.

PROCEDURES FOR APPROVAL OF PARTICIPATION IN PUBLIC EVENTS: Plans for participation in public events will be approved by the Auxiliary Coordinator upon request. Requests shall include:

- A. The purpose, date(s) and sponsor of the public event.
- B. The name of the designated contact person in the sponsoring organization.
- C. The type of participation expected from the volunteer unit.
- D. The number of volunteers who will be needed to carry out the activity.
- E. Costs to the unit, if any.

SECTION 05: CHAIN OF COMMAND and OVERVIEW

The volunteers of the ODTPA are supervised by the ODTPA coordinator for all day to day activities. If a situation occurs during patrol activities ODTPA are to contact and coordinate with the on duty Clallam County Sheriff's Office patrol supervisor. If an emergency situation occurs then ODTPA personnel will contact PenCom via radio or by calling 911.

SECTION 06: SAFETY

RESPONSIBILITY FOR SAFETY: Members are individually and collectively responsible for safety in all elements of ODTPA. Unsafe acts or conditions, inadequate or improperly maintained or damaged

equipment, negligence, carelessness, horseplay, or any other factor that might contribute unnecessarily to the endangerment of any participant, is not appropriate. It is the duty of each member to report the existence of an apparently unsafe act or condition.

UNIVERSAL RISK/BENEFIT CRITERION: No enforcement action, medical treatment, field tactic or other element of any patrol or training should be conducted when such action has the clear potential of worsening the situation of the subject or unnecessarily endangering Olympic Discovery Trail Patrol Auxiliary team members or others. The Universal Risk/Benefit Criterion should be applied to all ODTPA decisions at all levels.

PERSONAL LIMITATIONS: Members will not participate in patrol situations beyond their skills, ability, training and/or experience. Members have the responsibility to inform the appropriate authority when they are not, to the best of their judgment, mentally or physically fit for the duties assigned. This includes conditions brought on by exhaustion, improper diet, dehydration, illness, injury or any other temporary or permanent condition that may affect performance.

RIGHT TO DECLINE ASSIGNMENT: Members have the right to decline an assignment or temporarily disengage themselves from any ODTPA activity, without loss of standing, when in their opinion such activity is believed to be unnecessarily dangerous or beyond their skill or ability.

USE OF ALCOHOL OR DRUGS PROHIBITED: Members will not participate in any ODTPA activity while under the influence of alcohol, narcotics, or the illegal use of any controlled substances.

FIREARMS: ODTPA members, while involved in ODTPA activities, will not display firearms of any kind.

USE OF PERSONAL VEHICLES:

Members will ensure that any personal vehicle used by them to respond to ODTPA activities will be in the safest possible working order, and will be legally licensed. The use of any private vehicles is prohibited without liability insurance required by Chapter 46.29 RCW (FINANCIAL RESPONSIBILITY).

INVOLVEMENT WITH IN-PROGRESS CRIMINAL CASES: ODTPA volunteers will not be used for incidents involving the apprehension of persons in the act of committing a crime, except in a support capacity where there is reasonable assurance that they will not be exposed to potentially dangerous persons.

SAFETY EQUIPMENT: The following items of personal protective equipment (PPE) are considered essential to individual safety.

HELMET: An approved helmet with a chin strap with at least three points of attachment which will keep the helmet secured to the head during a fall is required at all times when the member is engaged in activities which necessitate the use of a helmet.

EYE PROTECTION / GOGGLES: Eye protection is required when the member is engaged in activities where there is a threat of eye damage from debris.

GLOVES: Medical gloves Nitrile or Latex will be required when the member is engaged in activities where there is a threat of handling hazardous materials such as controlled substances, or any blood borne pathogens.

SECTION 07: PHYSICAL & MENTAL FITNESS

Fitness is both physical and mental. Physical strength, flexibility, agility, and endurance are needed. The better conditioned you are, the less likely you'll suffer from fatigue. Mistakes increase with fatigue and physical stress. **It is MOST IMPORTANT to know your own limitations**; know when to stay out of the field. Mental fitness is to be prepared for each mission with an attitude to survive: be thorough, be conscientious, persevere, be assertive, and learn new skills. ODTPA team members in the field will be assigned to perform physically strenuous tasks such as bicycling, bending, and lifting which will require strength, balance and stamina.

SECTION 08: TRAINING

WORKING KNOWLEDGE ASSUMED: Members must have a working knowledge of all ODTPA equipment and show proficiency prior to using that equipment in the field. Members who are qualified in a specific skill area will be considered to have retained a reasonable working knowledge of the course content at a reasonable level throughout the currency of that certificate.

ON-LINE COUNTY TRAINING: All team members are required by the county to annually complete certain on-line courses, training, updates and proficiencies. Upon completion of each course, print out your certificate and provide a copy to the Volunteer coordinator to be placed in your file. If you have questions, contact Clallam County Human Resources.

OFFICIAL TRAINING RECORDS: Detailed records will be kept of all training conducted or authorized under this program. These records will provide the verification of instruction received as a means of determining skill levels of the program, as well as a method of qualifying individuals for classification.

PROCEDURE TO RECORD VOLUNTEER HOURS: **ALL Volunteers** are required to document their volunteer hours in the Sheriff's Volunteer Integrated Management System (VIMS). The Volunteer Coordinator will send an email with instructions on how to set up your account in the VIMS system. It is recommended that at the end of each volunteer session, you enter your hours in VIMS to keep your account updated in a timely manner.

Go to: http://clallam.myvims5.com/rcs_login.php

User Name: your name's first initial and last name

Password: Password

Change your password and record it

Log in:

Go to: Enter Hours

Enter: Date Served

Enter: Service Type

Enter: Any notes you may have regarding activity

Click: Submit button

1. *Logging your hours ensures you are covered by the county's insurance should you get injured while volunteering.*
2. *It is mandatory to have an active account, in good standing with VIMS to be a Volunteer with CCSO.*
3. *It is the way the CCSO can recognize its Volunteers each year that have more than 100 hours of service.*

4. *It assists the CCSO in obtaining grants by providing proof of Volunteer hours*

SECTION 09: COMMUNICATIONS

This section defines the radio communications procedures, which will be used by ODTPA personnel.

The basic rules of radio conduct for ODTPA personnel are as follows:

- A. Avoid transmission of superfluous signals, messages or communications of any kind on a licensed transmitter, or making unnecessary or unidentified transmissions.
- B. Profane, indecent, suggestive or obscene language will be avoided.
- C. Make sure that the intended transmissions will not cause harmful or malicious interference with any other radio communications or transmissions.
- D. Without the express permission of the proper authorities, there will be no interception, use or publishing of the contents of any radio message.
- E. You will transmit only the call signal, letter or numeral, which has been assigned to the station or individual.

The communications equipment assigned to ODTPA will be used for official business only. Private and/or recreational use of the equipment is not appropriate. Specific equipment may be checked out for a specific purpose and length of time to encourage familiarization with the equipment. The member to whom the equipment is issued or checked out is responsible for its safekeeping while in their possession. In order to ensure accountability for expensive radio equipment, the transfer of portable radios in the field from one member to another will be reported to the ODTPA coordinator.

SECTION 10: ODTPA VEHICLES

VEHICLE DRIVER TRAINING: Drivers must be approved according to department policies and procedures, including training and check offs on individual ODTPA vehicles. See Clallam County Administrative Manual, Policy 450.

Drivers of ODTPA vehicles must pass an on-line driving test and meet standards as described under County Policy 384.5.1.

FUELING PROCEDURE

- A. Remove gray fuel fob from turn signal
- B. Touch gray fuel fob across key pad at the fuel island
- C. Follow the onscreen instructions
 - 1. Enter Odometer reading
 - 2. Enter Driver Number 8001?
 - 3. Enter Pump number
- D. Begin fueling

- E. Return the fuel fob to the turn signal
- F. After fueling, please fill out the Vehicle Fuel Log in the binder. Record the:
 - 1. Date
 - 2. Odometer
 - 3. Gallons
 - 4. Your initials
 - 5. Your radio #

LOCATIONS

- a. Lake Creek County Maintenance Yard @ Bedrock Road approximately milepost 198 of Hwy 101
- b. Port Angeles Courthouse (**Gas only**)
- c. Port Angeles Public Works Yard (**Gas & Diesel**) @ Lauridsen Blvd & C St., Port Angeles
- d. Sequim Public Works Yard (**Gas & Diesel**) @ 1453 W. Washington St., Sequim is the location of the main gate. An alternate gate is just west of the Grant Road and 14th Avenue intersection, Sequim.

DRIVER RESPONSIBILITIES

- A. To get ODTPA Vehicle Keys: The keys to all ODTPA vehicles are kept in CCSO Jail Control Room
 - 1. Press the white button to the left of the Control Room window to get assistance
 - 2. Ask for the appropriate ODTPA vehicle key
 - 3. Show your ID and sign the clipboard if asked
- C. Leaving ODTPA Vehicles Mission Ready:
 - 1. Fill out the logbook
 - 2. Fuel the rig
 - 3. Remove trash
 - 4. Any and all wet equipment must be removed from the vehicles and placed in an appropriate area to dry out.
 - 5. Return the vehicle keys to the Jail Control Room after you're finished using the vehicle.

SECTION 11: INVENTORY

All issued property or equipment shall remain the property of the Clallam County Sheriff's Office and must be returned in reasonable condition when a member is no longer affiliated with ODTPA. Olympic

Discovery Trail Patrol Auxiliary volunteers are expected to maintain any issued gear uniforms and equipment per best practices and manufacture instructions.

SECTION 12: EMERGENCY MEDICAL PROTOCOLS

PURPOSE: This section establishes certain emergency medical protocols associated with ODTPA patrol operations, which are supplemental to the established protocols of the State of Washington.

EMS CERTIFICATION: ODTPA members certified under the state of Washington recognized EMS programs will be aware of the protocols applicable to their individual level of training. No person administering emergency medical care within the Clallam County ODTPA program shall perform any medical care technique or procedure in which they have not been instructed and certified.

LEVEL OF CARE: The level of care should be judged according to the circumstances of the emergency, including the setting, general confusion, the needs of others, the type of equipment available, the EMS provider's level of training, availability of trained personnel, the assistance available from others at the scene, and the specific" needs of the patient Clallam County ODTPA will attempt to provide the highest level of care possible; but may be limited in some aspects of emergency medical services due to availability of personnel, response times, travel times and distances, and other factors which may be present.

RESPONSIBILITY FOR MEDICAL TREATMENT: At the scene of a medical emergency, the individual present with the highest level of training and experience will assume command of the emergency medical treatment (regardless of whether or not that person is a member of the Clallam County ODTPA). Personnel present are obligated to assist the senior medical person to the fullest extent possible.

RIGHT TO REFUSE TREATMENT: Any competent adult has the legal right to refuse treatment, and may decline transport to a medical facility. Under circumstances where the subject appears to be delusional or confused, refusal of treatment will not be assumed as a knowing refusal. EMS personnel must determine, to the degree possible under field conditions, if the subject's mental condition may be impaired. When in doubt, err by assuming impairment and proceed with treatment.

USE OF PRIVATE VEHICLES TO TRANSPORT: Except for extreme emergency situations, vehicles other than those licensed for patient transport will not be used for transportation of injured persons.