



OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA

A Trusted Partner in Community Safety
Un partenaire fiable de la sécurité communautaire

Conditions of Service

I, (print your name here) _____, do hereby agree to abide by all policies, procedures, rules, guidelines and conditions which the Ottawa Police Service (OPS) may from time to time establish related to the involvement and activities of volunteers, including the following:

I will not disclose, communicate, convey or allow to be disclosed, communicated or conveyed, directly or indirectly, to any person, any private or confidential information whatsoever that is obtained by me, in or about the performance of my duties or by virtue of my position as a volunteer with the OPS, unless I am required to do so in the course of judicial proceedings or pursuant to the orders of my supervisor or other authority within the OPS.

I further promise that I will not allow any person or persons to inspect or have written access to any written statement, departmental record, roll, return, correspondence, plan, photograph, or any other paper or document or material, electronic or other, of a private or confidential nature to which I may from time to time have access. I will conscientiously endeavour to prevent any person from so inspecting or having access to any such information.

I understand and acknowledge that, in conformity with the Adequacy Standards regulation of the Police Services Act, the following are basic policies of the Volunteer Program of the Ottawa Police Service:

- a) That volunteers are not to be used to undertake any functions or activities that must be performed by members of the police service or by police officers under the Adequacy Standards Regulation;
- b) That volunteers may not operate marked general patrol vehicles;
- c) That volunteers are not to carry or be equipped with weapons;
- d) That volunteers, other than chaplains and members of police bands and choirs, are not to be equipped with or wear a police uniform; and that uniforms and insignia for its volunteer members of police bands and choirs are distinct from the uniforms of police officers; and,
- e) That volunteers are at all times to act under the supervision of members of the police service.

I further understand that I am required, now and throughout my tenure as a volunteer at the Ottawa Police Service, to identify immediately to my supervisor, any investigation, proceeding, or charge of which I am the subject, under any municipal bylaw, provincial or federal law or statute.

I understand that if I contravene these guidelines, I may be summarily dismissed from volunteer service with the OPS.

Signature: _____ Date: _____