



## Scarborough Police Department Operation HOPE ANGEL Volunteer Application, Background and Training Policy

The duties of a Scarborough Police Department Operation HOPE Angel will place the volunteer in close personal contact with persons requesting assistance with addiction and recovery; create circumstances in which they will interact with the public, fellow volunteers, law enforcement personnel, and treatment providers, as well as granting access to law enforcement facilities and sensitive information.

For these reasons, the Scarborough Police Department has an obligation to help ensure the safety of program participants, volunteers, and members of the public the Angel may come into contact with.

In connection with an individual's application to serve as an Angel with the Scarborough Police Department Operation HOPE initiative, the Scarborough Police Department will conduct a review of their criminal history and probation status to their determine suitability for program participation.

*The Scarborough Police Department also recognizes that people make mistakes and are capable of change, therefore, IT IS IMPORTANT TO NOTE THAT PREVIOUS CRIMINAL CONVICTIONS OR CONDUCT WILL NOT NECCESSARILY DISQUALIFY APPLICANTS FROM SERVING AS AN ANGEL. All circumstances will be considered in making a decision on the application.*

STEP 1 - Applicant completes and submits Operation HOPE Form "C" – "Operation HOPE ANGEL Volunteer Application and Background Query Release Form" along with copy of authenticating photo identification (i.e. driver's license or identification card).

STEP 2 - The Operation HOPE Angel background screener (crime analyst) will review information contained in the following information systems to establish/refute the suitability of applicants to act as an Operation HOPE Angel:

- SBI/NCIC-III
- IMC
- Probation Database

For safety and security reasons, persons who have been convicted of the following offenses will, as a general rule, be deemed not suitable to serve as a Scarborough Police Department Operation HOPE Angel. In instances in which the applicant is deemed non-suitable to perform Angel duties, efforts will be made to find other roles and duties which will allow the applicant to participate in and support the program:

- **All Felony Sex Offenses – Regardless of the amount of time since offense.** Examples: Child molestation, rape, sexual assault, sexual battery, etc.
- **All Felony Violence – Regardless of the amount of time since offense.** Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, etc.
- **All Felony Offenses other than violence or sex – within the past one (1) year from time**

**of conviction.** Examples: Drug related, theft, fraud, etc.

- **All Misdemeanor Violence – within the past one (1) year from time of conviction.** Examples: Simple assault, battery, domestic violence, hit and run, etc.
- **All Misdemeanor drug and alcohol offenses – within the past one (1) year from time of conviction.** Examples: Driving under the influence, simple drug possession, disorderly conduct, drinking in public, possession of drug paraphernalia, etc.
- **Open Charges –** Persons with any open charges for disqualifying offenses shall be restricted from volunteering until the active case is brought to resolution or the charges are dropped.

For persons currently on probation, contact will be made with his/her probation officer to determine as to whether the conditions of his/her probation would preclude program participation.

STEP 3 - The Operation HOPE Angel background screener will coordinate with the Portland Recovery Community Center Angel Coordinator to determine as to whether they have knowledge of the Angel applicant and as to whether their recovery and history is appropriate to allow them to perform these duties.

STEP 4 – Should all screening actions result in a favorable determination, the applicant will be scheduled for Angel training:

- If the applicant has previously attended Recovery Coach or other similar training, additional training will encompass Angel-specific program policies and protocols.
- If the applicant has not previously attended Recovery Coach or other similar training, initial training will consist of an overview and introduction to addiction and working with addicts as well as Angel program-specific policies and protocols.

STEP 5 - Upon completion of training, the Angel will be assigned an “Angel number”; Angel credentials, and be placed on the Angel call-out list.

### **Disqualifying Offense(s) Appeal Process**

1. If a completed background check results in a disqualifying determination, the background coordinator will notify the Chief of Police and Operation HOPE Angel coordinator as soon as possible.
2. The Chief of Police and Operation HOPE Angel coordinator will consult on the matter to confirm or refute the disqualifying determination. In instances of disagreement, the decision of the Chief of Police (as sponsoring agency head) will prevail. In instances in which the applicant is deemed non-suitable to perform Angel duties, efforts will be made to find other roles and duties which will allow the applicant to participate in and support the program
3. If the volunteer wishes to appeal the disqualification he/she can do so by:
  - Requesting an appointment to meet with the Chief of Police to offer evidence and information as to why the disqualifying determination should be reconsidered and overturned
  - The volunteer will be notified of the decision within 5 business days.