

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>PIO-003</b>
	Subject <b>Youth Camps: Directors and Counselors (Application for)</b>	
	Special Instructions Replaces PIO-005 dated September 28, 2009	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for Department employees (civilian or sworn) to assist with or participate in the activities of Department sponsored youth camps.

## **II. POLICY**

Employees assigned to a youth camp shall perform all duties required by the camp director and shall demonstrate a professional image and be a positive role model to the attendees of the camp.

## **III. PROCEDURE**

### A. Camp Participation.

1. Interested employees shall submit by e-mail a Camp Application (for either camp director or counselor) to:

a. The Chief Public Information Officer (PIO) and the PIO Camp Liaison Officer, and

b. A copy of the application shall also be submitted simultaneously, through channels, to the employee's commander. All applications must be endorsed by the employee's first line supervisor and the applicable district, area, section, or division commander and forwarded within 14 days to the Chief PIO and PIO Camp Liaison Officer.

2. The PIO Camp Liaison Officer shall be responsible for assigning successful applicants to the youth camp.

3. Once assigned to a camp, the employee shall attend the entire camp; unless, approved by the Camp Liaison Officer or the camp director.

4. No overtime or compensatory time shall be accrued by employees while working a camp. Employee's schedules (days off, hours worked, etc) shall be adjusted to accommodate the duration of the camp. Employees will be provided necessary drive time at the beginning and end of the camp.

5. Employees assigned to a camp may operate their commissions within Department guidelines

6. The Department issued uniform or field attire is approved as appropriate.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.