


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 790
	AUXILIARY OFFICER FORCE	ISSUE DATE 02/19/2008
	CHAPTER: TRAINING	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 6

I. PURPOSE

The Auxiliary Officer Force is authorized to supplement the staffing of the regular officers and employees, and will be governed by this and all Policies and Procedures adopted for this agency.

II. PROCEDURES

A. GENERAL

1. Members of the Auxiliary Officer Force will be sworn in upon the acceptance to membership and completion of training. The taking of this oath does not give the newly sworn Auxiliary member full powers and authority of a sworn law enforcement officer.
2. The uniform prescribed for the Auxiliary Officer Force is as specified in **SECTION 110, UNIFORMS/GROOMING**, this Policy Manual.
3. The Chief of Police, or their designee, will serve as liaison between the department and the Auxiliary Officer Force.
4. In accordance with **ACA 12-9-306**, this agency will appoint no more auxiliary law enforcement officers than the larger number of:
 - a. One (1) auxiliary law enforcement officer for each full-time certified law enforcement officer employed by this agency; or
 - b. One (1) auxiliary law enforcement officer for each one thousand (1,000) persons residing in the county, as determined by the last official census.
 - c. Any greater number than that allowed in paragraphs (a) and (b) above must be approved by the Arkansas Commission on Law Enforcement Standards and Training.

B. RECRUITMENT/SELECTION/STAFFING

1. Applications from persons desiring to become an Auxiliary Officer will be accepted only on a needed basis and retained by the Commander of the Service Division.
2. This agency shall not accept or employ any person as an Auxiliary or Part Time Officer that is currently working as a law enforcement officer with any law enforcement agency.
3. As needed, the Commander of the Administrative Service Division will process those applications on file and make appropriate recommendations to the Chief of Police pertaining to the selection of new auxiliary officers for any open positions.
4. Based on those recommendations appropriate basic training will be scheduled for new recruits, and no recruit will ride with officers until that training is completed.
5. Will maintain rank structure as prescribed Ordinance 21-58.

C. MEMBERSHIP

1. Members of the Auxiliary Officer Force will be classified as Patrol Auxiliary Officers.
2. Membership will be open to all individuals who meet the following requirements, which are the same as for regular law enforcement officers:
 - a. Age - applicants must be 21 years of age.
 - b. Education - high school diploma, GED or equivalent.
 - c. Residence - must not interfere with duties to be performed as Auxiliary Officer.
 - d. Drivers license - must hold valid Arkansas license and be able to operate a vehicle with no mechanical adjustments to standard equipment.
 - e. Be free of a felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned or otherwise relieved by a state or the Federal Government of a crime, the punishment for which could have been imprisonment in a federal or a state prison.
 - f. US citizen.
 - g. Undergo and pass a background investigation.
 - h. Complete and submit law enforcement officer application, personal history statement, and medical history questionnaire.
 - i. Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
 - j. Be examined by a licensed physician, provided by the agency, and meet the physical requirements prescribed in Specification S-5, Executive Commission on Law Enforcement Standards and Training Rules and Regulation Manual.

- k. Be examined by an individual licensed to practice psychiatry and psychology and qualified to perform such evaluations in the State of Arkansas.
 - l. Be interviewed by the service division commander or his representative(s) to determine such things as motivation, appearance, demeanor, attitude and ability to communicate.
3. Applications, personal history statements and medical history questionnaires must be obtained from and returned to the Chief of Police who will insure prompt processing and investigation of applicants.
 4. An interview of all applicants will be conducted by the service division commander or his representative(s). Applicants will be notified of the date, time and location of the interviews.
 5. Completed files, with the comments of the Auxiliary Officer Force Commander will be sent to the Chief of Police for membership determination.
 6. All candidates will be notified in writing of acceptance or rejection or their application by the service division commander.

D. TRAINING

1. New members selected for Auxiliary Officer status will be required to complete a basic training course of at least 100 hours prior to being sworn.
2. Auxiliary recruits will be required to fire a score of 80% or above on the Police Qualification Course before being sworn.
3. Following successful completion of the basic training course, officers will be issued a weapon, uniforms, and ID card, will be sworn and allowed to participate in field training and limited duty assignments. Officers serving in an administrative capacity will not be issued a weapon nor sworn but will be issued uniforms and an ID card.
4. All training is based on the Basic Police Officer training program, as defined by the Executive Commission on Law Enforcement Standards and Training.
5. Detailed training records will be kept on each member showing satisfactory accomplishment of performance objectives.
6. To remain active as an Auxiliary Officer, members will be required to qualify semi-annually at the firearms range by firing a score of 80% or above on the current qualification course. If at the end of 6 months, an officer has not qualified, or after two unsuccessful attempts to fire a qualifying score of 80%, the member will not be allowed to continue as an Auxiliary Officer. At that point the member will be removed from the membership.

7. Those officers who have completed the 100 hour basic training course will be scheduled for in-service training to correspond with their duties. In addition, specialized training may be provided as requested by the members of the Auxiliary Officer Force, and as available.
 8. On-the-job training will be accomplished by working with regular officers on vehicle patrol.
- E. Probationary Status: All auxiliary officers will serve a minimum one year probationary period. Following this one year period, a review board consisting of the Auxiliary Command and Chief of Police will review the probationary officer's record and will either 1) approve the officer for permanent status, 2) extend the probation period, or 3) terminate the officer.
- F. The Chief of Police, in conjunction with the Commander of the Auxiliary Officer Force will conduct an annual review of the performance of the Auxiliary Officer Force and determine if changes are needed in the organizational structure or personnel assignments.
- G. Service Requirements: A minimum of 120 hours of in-service time f (e.g. training sessions, monthly meetings, patrol duties) is required each year. This will be accomplished by working at least 10 hours of patrol or administrative duty per month. Members failing to meet this requirement without valid reason will be considered for inactive status.
- H. Meeting requirements: The Auxiliary Officer Force organization holds monthly meetings and each member is expected to attend these meetings. Three (3) unexcused absences, during the calendar year, by an Auxiliary Officer will be grounds for dismissal of their membership. Illness, job related or formal education conflicts will not be considered unexcused absences, but Auxiliary Officers shall notify their respective Commander of such absence.

I. **DUTY ASSIGNMENTS**

1. Auxiliary Officer powers and authority are restricted by this department in that they are not authorized to work alone in order to perform routine patrol nor are they authorized to exercise full powers of arrest unless under direct supervision of a full-time certified law enforcement officer.
2. Auxiliary Officers may be assigned to a variety of types of law enforcement duties. Such duties include, but are not limited to, the following:

3. Patrol:
 - a. Accompanying and assisting a regular officer on vehicle patrol.
 - b. Performing traffic control at designated locations for parades and special events.
 - c. Assisting at special events in the parks, downtown areas, sports events, events which draw large crowds in crowd and pedestrian control, providing information, etc.
 - d. Assist in performing stake-outs, undercover assignments, surveillance, security at crime scenes, etc.
 - e. Available as resources in case of emergency, natural disaster, civil disturbances, etc.

J. DUTY PROCEDURES

1. Auxiliary officers reporting for duty will report to the shift supervisor, who will assign the officer to duty based on current need.
2. Auxiliary officers will not report for duty unless they are physically and mentally prepared and capable to perform any duty assignment.
3. Auxiliary officers will personally log in with the dispatchers on sign-in sheets. The following information will be included on sign-in sheets: Name, date, time-in; time-out, unit and officer assigned with.
4. Auxiliary officers will normally be notified 48 hours prior to any event where their services are needed except in emergency situations.
5. Auxiliary officers will be expected to fulfill assignment commitments unless an emergency arises, in which case the department should be notified.
6. Auxiliary officers will not work a time combination of normal job and auxiliary duty, the combined time of which exceeds their physical and mental capacity to properly perform their law enforcement responsibilities.
7. Supervisors and regular officers working with Auxiliary officers are encouraged to submit to their supervisor any positive or negative comments pertaining to auxiliary duty performance. These comments will in turn be referred to the service division commander.

K. INACTIVE ROSTER

1. Auxiliary officers may be placed involuntarily or may request in writing to be placed on an inactive status for:
 - a. Reasons of health.
 - b. Pursue education.
 - c. Employment conflicts.
 - d. Age.
 - e. Failure to satisfy service requirements.

2. Auxiliary officers will be allowed to remain in an inactive status for a period of six (6) months. At the end of that time the officer must return to active duty or resign, unless placed on the permanent inactive roster. Inactive officers will be required to turn in uniforms, equipment, weapon, badges, and ID cards.
3. Auxiliary officers will be placed on the permanent inactive roster at age 60 and may be allowed to perform limited non-street duty. Officers may request, in writing, a waiver of this requirement in which case the request will be reviewed by the Chief of Police and a decision made.

I. UNIFORMS AND APPEARANCE

1. Uniforms for Auxiliary officers are prescribed by **SECTION 110, UNIFORMS/GROOMING**,
2. Auxiliary officers will not carry an off-duty gun unless they have valid and current concealed weapons permit obtained under current state law. At no time will they carry their department issued weapon off-duty.

M. INJURY ON DUTY

1. Auxiliary officers are covered by the worker's compensation system.
2. Auxiliary officer injured on duty will report same to supervisor, and if medical treatment is necessary will report to the hospital for examination.
3. Auxiliary officers will be required to complete any and all paperwork related to injuries in a timely manner, including a "Claimant's Notice of Accident" form.

N. TERMINATION

Auxiliary officer appointments may be terminated by the Chief of Police at any time.

O. RESPONSIBILITIES

1. Auxiliary officers who assist an officer at an incident or arrest must be aware that their testimony may be required in court and that they are subject to subpoena in any case.
2. In the eyes of the public, Auxiliary officers on-duty are viewed as law enforcement officers and their conduct must at all times be totally professional.
3. Just as regular law enforcement officers are held by the community to a higher standard of off-duty conduct, so will be Auxiliary officers.

P. ADDITIONAL EXCLUSIONS

1. Due to the competing demand for time and the possible potential for incompatible or conflicting duty schedules, to include controversial actions of officers that are inconsistent, incompatible or in conflict with the values established by this agency and could negatively affect its reputation and that of its officers, certified and probationary officers of the Pine Bluff Police Department are prohibited from seeking Special Deputy, Auxiliary or Part Time (non-paid or paid) status with other law enforcement agencies.
2. Any exceptions to this policy must be approved in writing by the Chief of Police.