

	POLICY & PROCEDURE	SERIES # 1127	PAGE 1 OF 7
	SUBJECT		EFFECTIVE DATE
	AUXILIARY POLICE UNIT		10/11/2018
OVERSIGHT			
DISTRIBUTION	AMENDS/SUPERSEDES/CANCELS		
ALL MANUALS	P&P # 1127 dated 10/13/16.		

I. PURPOSE:

To establish guidelines for the operation and control of the Auxiliary Police Unit.

II. POLICY:

Auxiliary Police Officers are volunteer Police Officers, who derive their authority under provisions of Hampton City Code Section 29-41 and the Code of Virginia, 15.2-1731. Auxiliary officers are not subject to Civil Service requirements. All rules, regulations, policies and procedures of the Hampton Police Division as well as the City of Hampton Personnel Policies Manual apply except as to pay. Auxiliary officers are sworn Police Officers in accordance with Virginia Department of Criminal Justice standards and the Code of Virginia. Auxiliary Police Officers shall not operate outside of the City of Hampton unless specifically authorized by written agreement with another locality, and approved by the Chief of Police.

III. PROCEDURE:

- A. Auxiliary officers and organization: Auxiliary officers are appointed in writing by, and serve at the need of, the Chief of Police. Auxiliary officers will normally perform their duties in a patrol uniform, unless otherwise directed by the Chief of Police. Auxiliary officers function under the command of the Support Services Branch.
- B. Membership: Membership in the Auxiliary Police Unit is open to all individuals who meet all the prerequisites stated herein. The selection criteria for Auxiliary Police Officer are the same as for sworn police officers. Members on active duty with the military or civilian employees of the U.S. Government must present orders or verify their ability to fulfill an Auxiliary commitment of at least 36 months from their date of graduation from the academy and certify they can complete the Auxiliary recruit academy without interruption.
- C. An Auxiliary Officer Program Coordinator will be appointed by the Support Services Commander with the approval of the Chief of Police. The Auxiliary Officer Program Coordinator is responsible for notifying Auxiliary personnel of specific events requiring their attendance; and maintaining an updated Auxiliary officer personnel folder. The program coordinator will also be responsible for tracking the hours volunteered by the Auxiliary officers, tracking significant

APPROVED:
CHIEF OF POLICE



events involving the program, working alongside the Division's Recruiting and Training units and submitting the Auxiliary unit's monthly report. The Program Coordinator shall report to the Support Services Commander.

D. SELECTION PROCESS

1. The Personnel and Recruiting Unit is responsible for coordinating the applicant processing of Auxiliary Police Officers (APO) and will ensure that applicants meet the same selection criteria as that for full-time officers.
2. Officers retiring or resigning from the Division in a full time status will have an option to continue sworn service as an APO. This will be identified upon the exit interview form. If the employee desires to remain in service as an APO, the appropriate chain of command shall make recommendation through Support Services for final approval by the Chief of Police.
3. Officers who have formally retired/resigned that desire to join the Auxiliary Police Officer Program would have to apply through the City's online application process.

E. TRAINING

1. The training program for an Auxiliary Officer will be the completion of a DCJS Basic Law Enforcement Academy and Division Field Training Program before they are certified as an Auxiliary police officer. Each Auxiliary Officer will complete annual key training as the Division requires maintaining their certification.
 - a. Basic Law Enforcement Academy (BLE): All Auxiliary Unit applicants must complete the approved BLE before being sworn in and authorized to carry a Division issued weapon or make an arrest. They may, however, carry their Division issued weapons to and from the range while attending the Academy.
 - b. Police Training Officer Program: The Auxiliary recruit is required to complete the same field training program as full-time recruits. The Police Training Officer (PTO) will evaluate and record the recruit's performance. The recruit must successfully complete the Police Training Officer Program and be approved by the Chief of Police.
 - c. Auxiliary police officers are required to attend and receive the same in-service training required for full-time officers.

F. PROBATIONARY STATUS AND ASSIGNMENT

1. Auxiliary officers will remain probationary for the duration of the Academy, Police Training Officer (PTO) program and the first 288 hours

they volunteer after completing the PTO program. The Auxiliary officer will work along with a full-time officer or independently at the discretion of the shift commander. At the conclusion of the probationary period the Academy/Training Unit will review the officer's personnel folder and make the recommendation for either retention or termination to the Chief of Police.

2. Auxiliary officers will be assigned to Operations – Patrol. Officers seeking to transfer to another assignment will be reassigned based upon availability and the needs of the Division. Openings shall be posted by the Office of Personnel and Recruiting and run in accordance with Policy and Procedure 641 for internal positions. The requesting officer shall complete a transfer request and submit to the appropriate chain of command. Final approval for transfer rests with the Chief of Police.

G. SPECIALIZED UNITS

1. After 288 hours of service and a minimum of one calendar year following successful completion of the PTO program, Auxiliary officers may apply for support roles in specialized units within the Division. Support roles will be filled depending on the needs of the Division.
2. Auxiliary Police Officers who possess DCJS Law Enforcement certification will not have to complete the above listed hours. However, each will be assessed for work experience in consideration of a specialty assignment.

H. PERFORMANCE EVALUATION

1. The appropriate supervisor of the unit to which the Auxiliary officer is assigned will prepare a written performance evaluation each year. The performance evaluation will become due on the same schedule as full time officers.

I. WEAPONS QUALIFICATIONS

Auxiliary officers must meet Division standards for training in the use of all weapons assigned. Auxiliary officers WILL NOT carry any issued firearm until they have received Division approved instruction along with reviewing/understanding Division policies on Use of Force and Use of Division Issued Equipment. Upon qualification and successful completion of the PTO program, sworn Auxiliary officers will be provisionally authorized to carry Division issued firearms both on and off-duty. The Chief of Police, at his/her discretion, may revoke this provisional authority at any time.

J. SERVICE REQUIREMENTS

Auxiliary officers must volunteer a minimum of 12 hours per month or an average of 36 hours per quarter unless excused in writing by the Support Services Branch Commander. All officers must assist with mandatory

assigned special events as prescribed unless the Auxiliary officer's regular profession or job requirements necessitate their presence. These hours will count towards their service requirement. In the event of a natural disaster, Auxiliary officers will report for duty as directed by the Chief of Police unless the Auxiliary Officer's regular job requirements necessitate their presence (i.e., military, fire/EMS, public utilities, etc.)

K. DUTY PROCEDURES

1. All Auxiliary officers shall carry their Division issued firearm on their person at all times while on duty, unless in a firearms restricted area or exempted by the Chief of Police or his/her designee.
2. Auxiliary officers are provided with the same liability coverage provided to full-time Police Officers when on duty and are considered to be on duty while traveling DIRECTLY to and from duty, provided they are performing their assigned police duties.
3. Auxiliary officers will wear their uniforms to and from duty in accordance with Division Rules and Regulations Section 8.
4. All Auxiliary officers are required to account for their time, including extra-duty assignments through Kronos or another approved tracking system.
5. Auxiliary officers assisting with special events (parades, ceremonies, etc.) will report to the event OIC for duty assignment. Officers will work as assigned. Failure to do so may be cause for disciplinary action.
6. Auxiliary officers working in a specialized unit will coordinate their volunteer schedule with their specialized unit supervisor and the Auxiliary Officer Program coordinator. When possible, Auxiliary officers will notify the specialized unit supervisor in advance when they plan to work. Officers will work as assigned. Failure to do so may be cause for disciplinary action.
7. Auxiliary officers must volunteer at least 12 hours every month, but may not volunteer more than one 12-hour tour of duty during any 24-hour period unless under emergency conditions with the approval of the Chief of Police. Auxiliary Officers are not required to complete the 12-hour requirement in one day, but may over a period of time during the month at a minimum of 4 hours each duty day. Any court time accrued due to law enforcement actions will be assessed to the APO's monthly service obligation.
8. Auxiliary officers are eligible to work extra duty assignments upon completing the 12-hour service requirement to the Division in the previous month. They will be paid the normal extra duty rate for these assignments. All fees will be paid by third parties, though the City will facilitate such payments. The exception is that Auxiliary officers will

NOT work extra-duty assignments funded by the City of Hampton. In the case that an outside vendor offers the hourly pay at an overtime rate, the Auxiliary Officer will be paid at the overtime rate of a 5 year Patrol Officer's average salary.

9. As with Full-time Police Officers, APO's will be considered on-duty for all work and extra duty assignments.

L. OFF-DUTY

1. Auxiliary Officers may carry their badge and identification card. It will only be utilized as a courtesy when dealing with other law enforcement officers, or in emergency situations. Under no circumstances will the credentials be used for routine identification.
2. At the Chief's discretion, the Division may authorize Auxiliary Police Officers to carry their Division issued firearm off duty. The Auxiliary officer's identification card gives them authority to carry a concealed weapon off-duty in the Commonwealth of Virginia under § 18.2-308 B.2. and nationally under § 18 USC 926B.
3. Auxiliary Officers are not authorized to exercise police powers and authority when off duty unless called into service by any police officer working in an emergency situation.

M. UNIFORM AND APPEARANCE

1. Uniforms and equipment requirements for sworn Auxiliary Officers are the same as for full time officers. Retired/Resigned Officers will be allowed to denote their service and or rank by way of an approved breast bar pin as approved by the Chief of Police.
2. Uniforms will only be worn while going directly to or from duty and while on duty. The Chief of Police or his/her designee may grant exception to this depending on the assignment.

N. DISCIPLINARY PROCEDURES: All Auxiliary Officers are subject to the City's personnel policies as well as the rules and regulations and policies and procedure of the Police Division. Disciplinary reviews will be conducted in accordance with the Divisions policies, procedures, rules and regulations and City Policy. Under City Policy, no volunteers or part time employees receive grievance rights, which include WAE's and Auxiliary Police Officers. Discipline, including suspension or termination from the auxiliary program, may result from actions that include, but not limited to:

1. Failure to comply with Hampton Police Division policies, procedures, rules and regulations.
2. Failure to report for assigned or volunteer duties.

3. Failure to meet the service requirement of 12 hours per month or 36 hours per quarter. This will be evaluated over a long-term basis.
4. Conduct by an Auxiliary officer contrary to established policy may result in immediate relief from duty.
5. Failure to complete required recertification training and/ or failure to sustain firearms and defensive tactics certifications and qualifications.

O. BENEFITS AND INSURANCE COVERAGE

1. Line of Duty Act: Virginia State Code § 9.1-402 provides that up to \$100,000 may be awarded to the deceased officer who dies in the line of duty.
2. Civil Liability: The City of Hampton provides public liability protection for Auxiliary officers equal to that provided to full-time officers.
3. Life Insurance: A life insurance policy is provided for Auxiliary officers.
4. Medical Expenses: Auxiliary Officers are covered by the City's volunteer medical policy, but not worker's compensation.
5. Federal Employees' Compensation Act: This act is administered by the Department of Labor and provides benefits for any non-federal law enforcement officer who is injured, sustains a disease, or is killed while engaged in the apprehension of any person involved in the commission of a federal crime.

P. INJURY ON DUTY

1. Auxiliary officers injured on duty will report the injury immediately to their first line supervisor so that the appropriate reports are completed.
2. If treatment is necessary, the Auxiliary officer will be transported to the nearest hospital.

Q. RETIREMENT

1. An Auxiliary officer is eligible to retire from the Auxiliary Officer Unit upon completion of twenty years of continuous, satisfactory voluntary service.
2. Twenty years or more of continuous service does not constitute monetary compensation or benefits not mentioned in this policy.
3. Retired Auxiliary officers will be presented with a retired police badge and retired police officer identification card both displaying their rank/

grade at time of retirement.

4. Retiring Auxiliary officers may purchase their duty weapon for \$1.00, under Virginia Code § 59.1-148.3, as approved by the Chief of Police.

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