



# SYKESVILLE POLICE DEPARTMENT

Auxiliary Police Unit

General Order 2-5      Effective: 07/08/17

Authorized by: *Michael A. Spaulding* Chief of Police

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## I. PURPOSE

To provide the standard operating procedures for the Sykesville Police Department Auxiliary Police Unit.

## II. POLICY

The Sykesville Police Department shall recruit and utilize the skilled services of citizens who are willing to volunteer their time and skills in an effort to improve the overall efficiency and productivity of the Police Department while promoting community involvement.

## III. PROCEDURES

### A. Auxiliary Police Unit

1. The purpose of the Auxiliary Police Unit is to provide support to the Sykesville Police Department by providing volunteer personnel to supplement sworn law enforcement staffing in the performance of specific police operations not requiring powers of arrest. Placement in the unit will be commensurate with the skills and interests of the volunteer and the needs of the community, as well as the Police Department.
2. Auxiliary Police personnel are not sworn law enforcement officers and do not have arrest authority. Auxiliary officers shall not participate in any activities that require sworn law enforcement, or arrest authority and shall not be empowered to detain any person against his/her will. Auxiliary officers will not be assigned or dispatched to the following types of incidents:
  - a. Where known or violent criminal suspects or offenders are confirmed to be on the scene.
  - b. Calls for service requiring an emergency response.
  - c. Service of an arrest warrant or search warrant, except to provide assistance on the periphery of the scene at the request of a supervisor. Assistance shall be limited to traffic direction/control or other logistical support.
  - d. Any off-duty overtime and/or special assignments requiring law enforcement functions.

- e. Any call for service which would dictate a response outside of the corporate town limits.
3. Auxiliary Police scheduling will be coordinated and assigned by the Chief of Police or his designee. Unit personnel are responsible for documenting all hours worked on the Monthly Volunteer Log. Completed logs will be submitted to a supervisor and filed.
  4. Auxiliary Police may respond to the following types of incidents:
    - a. Traffic direction and control.
    - b. Calls to locate and notify personnel.
    - c. School crossing.
    - d. Residential and business checks.
    - e. Calls to assist officers in non-hazardous situations, which do not require physical apprehensions. Again, assistance is limited to traffic direction/control on the periphery of the scene or other logistical support.
    - f. Parade details
    - g. Crime scene searches
    - h. Towns Events
    - i. Disabled motorist occurring within Town limits and NOT located on MD Rt. 32
    - j. Other Administrative duties as directed by Chief of Police
    - k. Auxiliary Cadet Personnel will always be paired with another APO or a sworn police officer. They will NEVER act as an auxiliary police member without direct supervision.

**B. Training of Auxiliary Police Personnel**

1. All Auxiliary Police personnel will receive orientation, to include a general outline of the program's description as well as duties and responsibilities of the civilian volunteer.
2. All Auxiliary Police personnel shall receive "on the job" training as directed by the Chief of Police. Training shall include but not be limited

to: traffic direction and control, escorts, fingerprinting, crime/prevention/detection, emergency first aid, neighborhood watch programs, AIDS and blood borne pathogens, and driver training.

- a. Auxiliary Police Officers will have a 6 month probationary period
  - b. During this period of time the APO will be required to complete at least (6) six ride-a-longs (1 per month) in order to be eligible to be released from the probationary status.
  - c. In order to be released from probation the APO must be signed off by the Auxiliary Commander, the Auxiliary liaison and the Chief of Police.
  - d. Only APO's who are aged 21 and over with a valid Maryland driver's license are authorized to operate the Auxiliary Police vehicle, unless directed by the Chief of Police.
3. All Auxiliary Police personnel shall receive training pertaining to working conditions and regulations, and will include specific tasks to be performed within a designated assignment.
  4. All Auxiliary Police personnel will adhere to and comply with office policy and procedures.
  5. All Auxiliary Officers will be issued SOP manuals, policies, procedures & vehicle use instructions.

#### C. Identification of Auxiliary Police Personnel

1. All Auxiliary Police personnel shall be issued a silver colored identification badge which will clearly identify them as civilian volunteer/Auxiliary members. The badge number shall be recorded on the Auxiliary Police Equipment sign-out form upon issue.
2. At no time and under no circumstances will civilian volunteers/Auxiliary personnel wear or display the uniform or identifying attachments of a sworn officer of this or any other law enforcement agency.
3. All Auxiliary Police Officers shall be issued the prescribed uniform along with an identification badge, which is readily distinguishable from the uniform of a sworn police officer and clearly identifies them as an Auxiliary Police Officer.

- a. Gray polo shirt and/or button up duty shirt (short or long sleeve) with Auxiliary patch, dark blue pants or BDU's, dark blue Auxiliary hat (optional). Auxiliary jacket may be worn seasonally.
  - b. Black belt.
  - c. Black shoes or boots shall be worn with black hosiery or socks.
  - d. A Sykesville Auxiliary Police patch will be worn on both shoulders of all jackets.
  - e. All other specialty uniforms or apparel (i.e., bicycle patrol, hats, polo shirts, jackets, etc.) worn by Auxiliary members will contain the words "Auxiliary Police" and if possible, will be adorned with the Auxiliary Police patch.
4. All issued uniform gear and equipment shall be documented on the Auxiliary Police Equipment sign-out form upon issue. This document shall be retained in the officer's personnel file.
  5. Any deviations from the above listed uniform gear must be approved by the Chief of Police in advance of wearing said item.
  6. Purchasing of the uniforms, with the exception of footwear, will be the responsibility of the Sykesville Police Department. Maintenance and care will be the officer's responsibility.
  7. Auxiliary Police uniforms will only be worn while assigned to on-duty status with this department. It is acceptable to wear the uniform to and from convenience stops either on the way in or going home from an authorized auxiliary function.
  8. Upon leaving the program, all Police Department equipment and uniforms will be turned into the Chief of Police.

D. The Volunteer Auxiliary Police Application Process

1. Citizens interested in participating in a civilian volunteer program shall be required to complete Volunteer application, a personal history questionnaire, Waiver of Liability Form, Release of Information Form, and Applicant Confidentiality Agreement Form. Applicants must be at least 18 years of age, a resident of Maryland, and possess a valid Maryland driver's license, a U.S. citizen; possess a high school diploma or G.E.D.; possess a valid Maryland Driver's License; and possess the ability to perform duties required.

Applicants 16-17 years of age are eligible to apply for the Auxiliary cadet program. Applicants must be a U.S. citizen, currently enrolled in High School, maintain at least a 3.0 GPA while active in the program and also have a valid Maryland driver's license. Applicants must also have a parent or guardian sign a waiver of liability which will apply until their 18<sup>th</sup> birthday. Appointment will be on a case by case basis and determined by the Chief of Police.

2. All applicants will be screened by use of a background investigation prior to acceptance into the program. The screening shall include a criminal records check, fingerprinting, Motor Vehicle Administration records check, two personal reference checks, and additional reference checks and records verification as necessary to determine suitability. The process will include an interview between the volunteer Applicant and the Chief of Police.
3. Applicants for the Auxiliary Police Program may be required to submit to a drug test prior to acceptance.
4. At no time will there be more than ten (10) civilian volunteers assigned to the Auxiliary Police Program. An eligibility list shall be maintained by the Chief of Police of all interested personnel. In the event a civilian volunteer leaves the program, the next person on the list will fill the vacancy.
5. Auxiliary Police volunteers shall be required to actively serve a minimum of ten (10) hours per month.

E. Performance Evaluation

1. An evaluation form shall be used by the Auxiliary Police supervisors. This form shall be completed yearly and will indicate the number of hours worked, type of assignment and an assessment by the supervisor of the volunteer's progress and work habits.
2. Upon completion of this review, the Supervisor will maintain all documentation in the Volunteer's personnel file.
3. Civilian volunteers whose performances are not satisfactory and who project a negative image of the Sykesville Police Department will be removed from the program.

F. Recognition of Service

1. Any Auxiliary Officer who provides a minimum of 300 hours of service in one (1) year will receive a certificate of commendation from the Chief of Police.

2. Certificates will be presented at ceremonies approved by the Chief of Police.
3. Supervisors are encouraged to report superior and/or special services provided by a civilian volunteer to the Chief of Police.

G. Operation of Town Vehicles

1. Auxiliary Police personnel shall not operate any police department marked or unmarked vehicles equipped with emergency red and/or blue lights without the prior approval of the Chief of Police. Operation of these vehicles shall be limited to transportation to and from vehicle maintenance or other assignments as directed/approved by the Chief of Police.
2. Auxiliary Police personnel, while on-duty, shall utilize those vehicles designated for the Auxiliary Police Unit and equipped with amber safety/hazard lights. Auxiliary personnel are responsible for conforming to all Maryland Transportation Laws while operating police department vehicles and shall not utilize emergency lights or sirens while enroute to incident scenes.
3. A volunteer will operate agency vehicles in a careful and prudent manner, and will not through negligence or careless operation incur or cause damage to be incurred to agency property or to the property of another. Volunteers will obey all laws of the State of Maryland and all local ordinances, and conform to all agency procedures and regulations pertaining to operation of an agency vehicle. Any damage to vehicles or property occurring while operated by a volunteer will be immediately reported to a Sykesville Police Department Supervisor. Civilian volunteers must possess a valid Maryland driver's license prior to vehicle use and be at least 21 years of age, unless directed by the Chief of Police.

H. Radio Communications

Radio call numbers for the Auxiliary Police shall be assigned according to Office Policy. All five (5) spare portable radios will be secured, at all times when not in use, in the locked file cabinet in the Squad Room. A Sworn Officer will be required to sign-out a portable radio to a member of the Auxiliary, and it will be the Sworn Officer's responsibility to ensure that the radio is signed back in at the end of the Auxiliary Officer's shift. The SPD Auxiliary Radio Sign Out sheet will be used for this purpose. Batteries will be detached from the radio and inserted into the charging units located in the Auxiliary Office prior to placing the radio in the locked file cabinet.

I. Agency Equipment

Agency equipment will be used and maintained in accordance with established agency procedures and will not be abused, damaged, or altered through negligence. Damage to, or loss of equipment will be reported immediately to a Sykesville Police Department Supervisor.

J. Use of Force

1. Sykesville Police Department Auxiliary personnel have no authority to utilize force to any degree above that of an ordinary citizen. An Auxiliary Police officer may use reasonable force to protect themselves or another from an unlawful attack only to the extent that the unlawful force is being applied to/against them.
2. Auxiliary Police officers may only utilize the department issued Oleoresin Capsicum (Pepper Spray) and the ASP baton under the following conditions:
  - a. To assist a law enforcement officer, at the request of the law enforcement officer, who is attempting to arrest a suspect who is resisting arrest, or
  - b. Against a dangerous or deadly animal in order to prevent or repel an attack on the officer or another, or
  - c. In defense of themselves or another from an unlawful attack.
3. The carrying and use of the ASP baton and Oleoresin Capsicum Spray (OC Spray) (under the conditions listed above) is authorized only if the Auxiliary Officer has received initial training for this intermediate weapon, as approved/required for Police Officers of the Sykesville Police Department. A copy of the training certificate shall be maintained in the officer's personnel file.
  - a. To receive the above training the Auxiliary Police Officers must be at least 18 years of age, not on probationary employment and in good standing with the Police Department.
  - b. Auxiliary Cadet Members are not authorized to receive this training.
4. The carrying of handcuffs is permitted but they shall only be used at the direct request of a law enforcement officer who is attempting to arrest a suspect who is resisting arrest.
  - a. Auxiliary Cadet Members will NOT carry handcuffs until their 18<sup>th</sup>

birthday and until they are authorized to do so by the Auxiliary Commander and the Chief of Police.

5. Any incident involving the use of force and/or injury to Auxiliary personnel or citizens shall be reported immediately to the on-duty supervisor and documented in a "Use of Force Report."

K. Reporting Requirements

1. The Auxiliary Supervisor or his designee is responsible for submitting the following reports to the Chief of Police, as indicated:
  - a. An annual report of the Auxiliary Unit's accomplishments for the prior year, due by January 15th of each year. This report shall contain a summary of the events worked, accomplishments, training received, the total number of volunteer hours worked by the unit as well as a break-down of the hours worked by each individual officer.
  - b. A roster of the name, address, email address and telephone numbers of each current member of the Auxiliary Unit shall be provided to the Chief of Police and Administrative Assistant and updated, as necessary throughout the year.
2. Prior to April 15th of each year, the Auxiliary Supervisor shall meet with the Chief of Police to discuss the list of upcoming events for the year. The purpose of this meeting is to discuss staffing issues and other resources needed in an effort to better coordinate resources between the Auxiliary Unit and the Police Department.

#### IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 16.4, entitled Auxiliary Police Programs and Civilian Volunteer Programs, dated December 3, 2001.