

FREDERICK POLICE DEPARTMENT GENERAL ORDER

Section 13: Community Involvement **Order Number:** 1312
Topic: POLICE VOLUNTEER AUXILIARY **Issued by:** Chief of Police
Approved: 11/27/18
Review: Annually in October by Special Operations Division Commander
Supersedes: G.O. 1312 dated 12/01/16

.01 PURPOSE:

To specify the purpose, structure, and basic procedures for the Police Volunteer Auxiliary Corps.

.02 CROSS-REF:

SOP [SOD-008](#), "Police Volunteer Auxiliary"
CALEA STANDARDS 16.4.2

.03 DISCUSSION:

The Frederick Police Department is augmented by volunteers who provide additional manpower and services during specific times and for certain events and emergencies. These volunteers support and assist departmental personnel by performing routine duties that **do not expose them to the hazards to which sworn personnel are exposed**, i.e., no prisoner contacts, non-confrontational situations. Volunteers and members of this Corps will be known as *Auxiliaries* and will not be commissioned with sworn officer status.

.04 POLICY:

It is the policy of the Frederick Police Department to enlist the voluntary services of the citizens of Frederick to enhance the performance, efficiency, and productivity of the Department through the performance of non-enforcement duties. Volunteer programs are an effective way to bridge the gap between the police and the citizens they serve. It is a way to join forces and form the police/community partnership that is such an essential ingredient in a successful law enforcement program.

To aid in achieving Department goals, the Police Volunteer Auxiliary is organized to function as a manpower supplement to the Department.

.05 DEFINITIONS:

.10 QUALIFICATIONS AND REQUIREMENTS:

1. United States citizen, or possess a "Permanent Resident Card", with minimum age of twenty-one (21) at the time of acceptance into the program;
2. Possess at least a high school diploma or General Education Development (GED) certificate recognized by the State of Maryland;
3. Possess at least a valid Class "C" Maryland driver's license (or legal equivalent) upon acceptance into the program;
4. Have a telephone and reliable transportation;
5. Be capable of providing a minimum of ten (10) hours of service each month;
6. Possession of an outstanding moral character and background that will withstand in-depth investigation;

7. For the uniformed auxiliary, be able to successfully complete the Department's Uniformed Auxiliary entrance-level training program.
8. Be capable of successfully completing a medical drug screening through Occupational Health Services, including random drug testing; and,
- 9.. Have no criminal convictions of any kind (non must appear motor vehicle violations notwithstanding).

.15 GENERAL RULES OF CONDUCT:

All members of the Frederick Police Volunteer Auxiliary are subject to all the laws, ordinances, policies, procedures and rules of conduct that sworn officers of the Frederick Police Department must follow, except those specifically exempted by this General Order or by the Auxiliary Standard Operating Procedure.

.20 PRESCRIBED UNIFORM:

To avoid confusion and to enhance their safety, Uniformed Auxiliary members will be issued and will wear a specific uniform distinctive from the uniform of a sworn officer.

.25 DUTY TO OBEY:

Volunteer Auxiliary members are responsible for carrying out all orders of the departmental member; sworn or non-sworn, to whom they are assigned. Additionally, Uniformed Auxiliary members are responsible for carrying out the orders of the Uniformed Auxiliary Coordinator and Assistant Coordinators to which they are assigned.

.30 TRAINING:

All Volunteer Auxiliaries will receive training in those duties that they will be required to perform. Uniformed Auxiliary members will receive fifty-two (52) hours of specialized training prior to their employment in field operations.

.35 VEHICLE OPERATION:

Members of the Uniformed Auxiliary may operate non-emergency or "unmarked" Department vehicles as appropriate. Emergency or "marked" vehicles may also be operated in **NON-EMERGENCY CONDITIONS ONLY**, such as picking up or dropping off vehicles for maintenance, only with prior Patrol supervisory approval.

.40 REQUESTS FOR AUXILIARY ASSISTANCE/EMERGENCY CALL-OUTS:

1. Any supervisor having the need for Auxiliary assistance will contact or cause to be contacted a Special Operations Division Outreach Supervisor, who will evaluate the request and, if approved, contact the Uniformed Auxiliary Coordinator or his designee to coordinate the Auxiliary response. The requesting supervisor will advise:
 - A. The number and type of Auxiliary personnel needed
 - B. When, where and to whom the Auxiliary members are to report;
 - C. Estimated duration of the call-out; and,
 - D. Any other details significant to the response.
2. The Auxiliary Coordinator or his designee will report back to the requesting supervisor with the results of his efforts, and subsequently report the Auxiliary activities to the Special Operations Division Commander.

3. During an **emergency**, the requesting supervisor will instruct Communications to notify the Auxiliary Coordinator and advise of the above information. As soon as the Auxiliary Coordinator has confirmed the personnel responding, they will notify Communications and ask that the requesting supervisor be appropriately advised of the call-out efforts.

.45 AUTHORITY:

Auxiliary members do not have any powers of arrest; however, Uniformed Auxiliary members *are* authorized by City Code, Article 13, Section 13-63 (b), to issue parking citations. In the event of *any* hostile confrontation, the Uniformed Auxiliary member is required to disengage from the encounter and request, via Communications, a sworn officer to respond and take appropriate action.

.50 POLICE VOLUNTEER AUXILIARY S.O.P.:

The policies and procedures set forth within this General Order include that information which should be understood by all Department personnel. In addition, a guide for comprehensive information regarding all aspects of the Police Volunteer Auxiliary may be found in [SOP SOD-008, "Police Volunteer Auxiliary."](#)