




City of Manassas Police Department General Duty Manual



Effective Date: 10-21-2006	GENERAL ORDER	Number: 07-13
Subject: Auxiliary Police Section		
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PURPOSE:

To establish the Auxiliary Police Section of the Department and describe the duties, responsibilities, authority and discretion of Auxiliary Officers.

POLICY:

The Auxiliary Police Section is established to provide additional sworn members to the Department by utilizing the services of sworn, volunteer members who certified law enforcement officers; selected, trained and certified subject to the rules and regulations of the Virginia Department of Criminal Justice Services (DCJS). Auxiliary Officers serve at the discretion of the Chief of Police.

The position of Auxiliary Police Officer shall include the same hiring criteria, selection and appointment procedures, training requirements, uniform and equipment specifications, rights, duties and responsibilities as the position of Police Officer, pursuant to the Code of Virginia Sections 15.2-1733 and 15.2-1734, and subject to the following exceptions:

- A. Due to the voluntary service status of Auxiliary Officers and pursuant to the provisions of the Code of Virginia Section 15.2-1733, Auxiliary Officers serve at the discretion of the Chief of Police, and their appointment may be revoked at any time.
- B. Auxiliary Officers are not subject to the provisions of the Law Enforcement Officers' Procedural Guarantees (see General Order 1-9) or the City Grievance Procedure (see the City Employee Handbook, Section 6.12, published separately).

DISCUSSION:

N/A.

PROCEDURE:

I. Auxiliary Police Section Organization and Staffing

- A. The Commander of Patrol Services commands the Auxiliary Police Section (hereafter known as the "Section"). The Commander is responsible for, but not limited to the following duties:
 - 1. Overall command of the Section.
 - 2. Command of the selection process for Auxiliary Officers.
 - 3. Section training.
 - 4. The Section yearly budget.
- B. The Planning and Resource Management Lieutenant is appointed by the Commander and is responsible for, but not limited to the following duties:
 - 1. Second in command of the Section.
 - 2. Assists the Commander in the selection process.
 - 3. Is the first line supervisor of Section members.
 - 4. Coordinates and documents Section meetings, service hours.
 - 5. Develops and maintains Section regulations, published separately.
 - 6. Completes an annual employee performance evaluation for each Auxiliary officer.

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- C. The section consists of an authorized strength of not more than 12 sworn, volunteer Auxiliary officers.

II. Appointment to the Section

- A. Appointment to the Section as an Auxiliary Police Officer (hereafter known as "Auxiliary Officer") is a part-time, volunteer position, and does not constitute a specialized assignment. See General Order 3-17.
1. Once trained and certified as a law enforcement officer pursuant to DCJS regulations, Auxiliary Officers are not restricted from any duty performed by Department members in any sworn capacity, as determined and authorized by the Commander pursuant to the Code of Virginia Section 15.2-1733.
- B. Selection procedure for the position of Auxiliary Officer.
1. The City Class Specification for the position of Auxiliary Officer is contained within the City Class Specification for the position of Police Officer. See Attachment "A" of General Order 6-1. The Class Specification for the position includes the following:
 - a. Job summary.
 - b. Essential job functions.
 - c. Minimum qualifications required.
 - d. Knowledge, skills and abilities (KSA's) required for the position.
 - e. Skills required.
 - f. Mental and physical abilities.
 - g. Working conditions.
 2. The recruitment procedure for the position of Auxiliary Officer is identical to that for the position of Police Officer. See General Order 3-7.
 3. The selection procedure for the position of Auxiliary Officer is identical to that for the position of Police Officer. See General Order 3-8.
- C. The Department provides public liability insurance / protection to Auxiliary Officers that is identical to that provided to Police Officers at no cost to the Auxiliary Officer.

III. Training Requirements

- A. Basic law enforcement training and in-service training requirements for the position of Auxiliary Officer are identical to those for the position of Police Officer, pursuant to DCJS regulations. See General Orders 7-3 and 7-4.
1. The Department provides basic law enforcement training, in-service training and Department training to the Auxiliary Officer pursuant to DCJS regulations at no cost to the Auxiliary Officer.
 2. All Auxiliary Officers shall successfully complete a DCJS approved basic law enforcement training program at a law enforcement academy prior to any routine assignment in any capacity in which the Auxiliary Officer is allowed to carry a weapon or is in a position to make an arrest, except as part of the formal field training program.
 3. All Auxiliary Officers shall maintain certification as a law enforcement officer by successfully completing the appropriate in-service training pursuant to DCJS regulations.
 4. In the event that an Auxiliary Officer is transferred to career status in the position of Police Officer, the Chief of Police may require the Auxiliary Officer to repeat any or all of his basic law enforcement training. See General Orders 3-7 and 3-8.
- B. Field Training Program.
1. Pursuant to the provisions of the Code of Virginia Sections 15.2-1733 and 15.2-1734, the Field Training Program for the position of Auxiliary Officer consists of a total of 160 hours, as established and organized by the FTO Program.
 2. The designated Lieutenant supervises the FTO Program.
 3. In the event that an Auxiliary Officer is transferred to career status in the position of Police Officer, the officer's training status is reviewed by the Commander, and he may be returned to the the Field Training Program until such time as he successfully completes the Field Training Program. See General Orders 3-7 and 3-8.

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IV. Issued Uniforms, Gear and Equipment

- A. The badge of office, uniform, Department arm patches and all other issued gear and equipment for the position of Auxiliary Officer are identical in appearance to that for the position of Police Officer. See General Order 2-3.
 - 1. The Department provides issued uniforms, gear and equipment to Auxiliary Officers at no cost to the Auxiliary Officer.
 - 2. Issued uniforms, gear and equipment shall in no way distinguish the physical appearance of Auxiliary Officers from that of Police Officers.
 - 3. The quantity of issued uniforms, gear and equipment are reduced to reflect the part-time duty status of Auxiliary Police Officers.
- B. Auxiliary Officers are issued firearms and other weapons of the type and quantity identical to that of Police Officers. See General Orders 2-3 and 7-5.
- C. Auxiliary Officers are trained in the Department’s Use of Force Policy on a yearly basis, in a manner identical to that for Police Officers.
- D. Auxiliary Officers are trained and tested for firearms proficiency as scheduled and identical to that of Police Officers.

V. Duties and Responsibilities, Generally

- A. The duties and responsibilities of the Auxiliary Officer are specified within the Class Specification for the position of Police Officer. See Attachment “A” of General Order 6-1.
- B. Auxiliary Officers shall attend designated meetings of the Section as scheduled by the Commander or the Planning and Resource Management Lieutenant.
- C. Department service time requirements.
 - 1. Auxiliary Officers shall volunteer a minimum of twenty (20) hours of service to the Department each month to maintain their member status or current assignment in the Duty Status Program (see Section VI of this General Order).
 - 2. The Planning and Resource Management Lieutenant documents the service time of Section members.
 - 3. All Department service time scheduled or approved by the Commander or the Planning and Resource Management Lieutenant shall constitute acceptable service time, except the following:
 - a. Approved extra-duty detail service hours, when paid by outside sources and requiring the exercise of police powers as a condition of such detail service.
- D. Auxiliary Officers are eligible to participate in extra-duty details arranged by the Department, subject to the following conditions:
 - 1. Auxiliary Officers, due to their volunteer status, are prohibited from participating in Department scheduled details (for pay) where those working the details are paid directly by the City, whether or not such detail involves the exercise of police powers as a condition of such service.

VI. Duty Status

- A. Pursuant to the provisions of the Code of Virginia Sections 15.2-1733 and 15.2-1734, the range of law enforcement duties that an individual Auxiliary Officer is assigned to perform is divided into five levels of Duty Status, depending on the Auxiliary Officer’s level of training, experience and demonstrated performance. In all other respects, the provisions of General Order 7-3 govern the Auxiliary Officer’s progression.
 - 1. Supervisors at their discretion are encouraged to assign Auxiliary Officers any appropriate duties that enhance the performance of the Auxiliary Officer and the duty shift.
 - 2. Auxiliary Officers may be assigned any duties that are consistent with a Duty Status level equal to or less than the Auxiliary Officer’s current level assignment.
 - 3. Supervisors shall not assign an Auxiliary Officer any duties that are consistent with a Duty Status level that is above the Auxiliary Officer’s current level assignment.

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- B. The Planning and Resource Management Lieutenant and the Commander regularly review an Auxiliary Officer's progress and assigned level of Duty Status.
- C. The five levels of Duty Status are as follows:
 1. Level One: The Recruit Auxiliary Officer attends the law enforcement academy.
 - a. He is not constitutionally sworn as a law enforcement officer.
 - b. He has no law enforcement authority or duties whatsoever.
 - c. Equipment and weapons are issued only for law enforcement academy training and under the direct supervision of law enforcement academy training officers.
 - d. He does not progress from this level until he has successfully completed law enforcement officer basic training mandates established by DCJS.
 - e. His status is reviewed regularly, and he progresses to Level Two at the discretion of the Commander.
 2. Level Two: The Trainee Auxiliary Officer begins the Field Training Program.
 - a. The Auxiliary Officer is constitutionally sworn as a law enforcement officer.
 - b. The Auxiliary Officer works under the direct supervision of a Field Training Officer at all times.
 - c. The Auxiliary Officer is prohibited from performing solo patrol.
 - d. The Auxiliary Officer is subject to DCJS in-service training regulations, and Department training regulations.
 - e. The Auxiliary Officer's status is reviewed regularly, and he progresses to Level Three at the discretion of the Commander.
 3. Level Three: The Trainee Auxiliary Officer has successfully completed the Field Training Program, and other requirements established by the Section Regulations.
 - a. With the Duty Supervisor's approval, the Auxiliary Officer is authorized to ride with any Police Officer (that is not on probationary status) at any time.
 - b. The Auxiliary Officer works under the direct supervision of a non-probationary Police Officer.
 - c. The Auxiliary Officer is prohibited from solo patrol.
 - d. The Auxiliary Officer is subject to DCJS in-service training regulations, and Department training regulations.
 - e. The Auxiliary Officer's status is reviewed regularly, and he progresses to Level Four at the discretion of the Commander.
 4. Level Four: The Auxiliary Officer has successfully completed the Field Training Program, and other requirements established by the Section Regulations.
 - a. At the discretion of any supervisor, the Auxiliary Officer is authorized to perform specific solo duties under general supervision, including but not limited to:
 - 1) Disabled vehicles.
 - 2) Parking complaints.
 - 3) Traffic direction.
 - 4) As backup for other officers.
 - 5) Business checks.
 - 6) Public park and extra patrol checks.
 - 7) Radar assignments.
 - 8) Foot patrol.
 - b. Any other assignment as directed by the Duty Supervisor.
 - c. Nothing in this General Order shall prevent an Auxiliary Officer from taking immediate action (while on duty) to protect lives and property (including observed traffic infractions) from imminent danger or a crime in progress, pursuant to statutory requirements.
 - d. The Auxiliary Officer is subject to DCJS in-service training regulations, and Department training regulations.
 - e. The Auxiliary Officer's status is reviewed regularly, and he progresses to Level Five at the discretion of the Commander.

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5. Level Five: The Auxiliary Officer has successfully completed the Field Training Program, a 40-hour "Shadow Phase" and other requirements established by the Section Regulations.
 - a. The Auxiliary Officer is authorized to perform unrestricted solo duties under general supervision.
 - b. The Auxiliary Officer reasonably should not be assigned primary duty on felony or major crime cases, due to the potential follow-up duties and court appearances that are consistent with such cases.
 - c. The Auxiliary Officer is subject to DCJS in-service training regulations, and Department training regulations.
 - d. The Auxiliary Officer is eligible for extra-duty details pursuant to the provisions of Section V, C, 3 (a) of this General Order.
 - e. The Auxiliary Officer's status is reviewed regularly by the Commander.

VII. Concealed Weapon Policy for Auxiliary Police Officers

- A. Pursuant to the provisions of the Code of Virginia Section 15.2-1733 and 15.2-1734, Auxiliary Officers are authorized to carry concealed, Department issued or personally owned weapons (once qualified, see General Order 7-5) subject to their Duty Status level (see Section V of this General Order), as follows:
 1. Level One: Concealed weapon carry is prohibited.
 2. Level Two: Concealed weapon carry is prohibited.
 3. Level Three: Concealed weapon carry is prohibited.
 4. Level Four: Concealed weapon carry is authorized.
 5. Level Five: Concealed weapon carry is authorized.
- B. Nothing in this General Order shall affect the right of the Auxiliary Officer to obtain a State of Virginia Concealed Handgun Permit, pursuant to the Code of Virginia Section 18.2-308.
 1. Nothing in this General Order shall affect the right of an Auxiliary Officer who possesses a State of Virginia Concealed Handgun Permit from carrying any personally owned weapon at any time, subject to the provisions of the Permit or the Code of Virginia.
 2. The Auxiliary Officer who is at Level One, Level Two or Level Three in Duty Status level is prohibited from carrying Department issued weapons concealed (except as ordered by a supervisor for duty or training purposes), even if he possess a State of Virginia Concealed Handgun Permit.

Attachments: N/A.

Index as: Auxiliary Police Section.

References: The Code of Virginia Sections
15.2-1733
15.2-1734
18.2-308
Available at: <http://leg1.state.va.us/000/src.htm>.

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Code of Virginia Legal References

§ 15.2-1731. Establishment, etc., authorized; powers, authority and immunities generally.

A. Localities, for the further preservation of the public peace, safety, and good order of the community, may establish, equip, and maintain auxiliary police forces that have all the powers and authority and all the immunities of full-time law-enforcement officers, if all such forces have met the training requirements established by the Department of Criminal Justice Services under § [9.1-102](#).

B. Notwithstanding any other provision of this section, an auxiliary officer shall be exempted from any initial training requirement established under § [9.1-102](#) until a date one year subsequent to the approval by the Criminal Justice Services Board of compulsory minimum training standards for auxiliary police officers, except that (i) any such officer shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law-enforcement officers as prescribed by the Criminal Justice Services Board, and (ii) any such officer shall have one year following the approval by the Board to comply with the compulsory minimum training standards.

(1968, c. 157, § 15.1-159.2; 1987, c. 421; 1988, c. 864; 1997, c. [587](#); 2012, c. [827](#).)

§ 15.2-1733. Appointment of auxiliary police officers; revocation of appointment; uniform; organization; rules and regulations.

The governing body of the locality may appoint or provide for the appointment as auxiliary police officers as many persons of good character as it deems necessary, not to exceed the number fixed by ordinance adopted by the governing body, and their appointment shall be revocable at any time by the governing body. The governing body may prescribe the uniform, organization, and such rules as it deems necessary for the operation of the auxiliary police force.

(1968, c. 157, § 15.1-159.4; 1997, c. 587.)

§ 15.2-1734. Calling auxiliary police officers into service; police officers performing service to wear uniform; exception.

A. A locality may call into service or provide for calling into service such auxiliary police officers as may be deemed necessary (i) in time of public emergency, (ii) at such times as there are insufficient numbers of regular police officers to preserve the peace, safety and good order of the community, or (iii) at any time for the purpose of training such auxiliary police officers. At all times when performing such service, the members of the auxiliary police force shall wear the uniform prescribed by the governing body.

B. Members of any auxiliary police force who have been trained in accordance with the provisions of § 15.2-1731 may be called into service by the chief of police of any locality to aid and assist regular police officers in the performance of their duties.

C. When the duties of an auxiliary police officer are such that the wearing of the prescribed uniform would adversely limit the effectiveness of the auxiliary police officer's ability to perform his prescribed duties, then clothing appropriate for the duties to be performed may be required by the chief of police.

(1968, c. 157, § 15.1-159.5; 1987, c. 421; 1988, c. 190; 1997, c. 587.)