

**VILLAGE OF BENTLEYVILLE
DEPARTMENT OF POLICE**

GENERAL ORDER: 024
SUBJECT: AUXILIARY POLICE-POLICE UNIT
EFFECTIVE DATE: JANUARY 20, 2011
REVISED: 9/26/2013
AMENDS/SUPERSEDES: ALL PREVIOUS

I POLICY

The Village of Bentleyville by Ordinance established an Auxiliary Police Unit.

II PURPOSE

The Auxiliary Police Unit shall support the regular, or paid personnel with assignments ranging from traffic control to assistance with major crime investigation, basic patrol and crime prevention. Auxiliary Officers, as a condition of their employment will be required to contribute voluntary time and be paid in accordance with Ordinance 2011-09.

III. GENERAL

The following standards pertain to the Bentleyville Police Auxiliary Unit, which shall hereafter be referred to as the Auxiliary Police Unit.

The Auxiliary Police Unit is created by the Codified Ordinance of the Village of Bentleyville, Ordinance 2011-09. Members of the Auxiliary Police Unit shall have all police powers, but shall perform only such duties as are assigned to them by the Chief of Police, and shall act only when in the prescribed uniform or authorized portion of the prescribed uniform. The Chief of Police will prescribe the time and place the uniform or portion of it will be worn.

No Auxiliary Officer, without the express permission of the Chief of Police and in accordance with this/her assigned duties, will carry any concealed firearm.

The object of the Auxiliary Police Unit shall be to aid and assist the Bentleyville Police Department as prescribed by the Chief of Police. Auxiliary Officers are subject to the same General Orders, Special Orders, Personnel Orders, Memoranda, Training Bulletins, and other rules, regulations, order, and directives applicable to full-time and part-time officers.

The Mayor will be the appointing authority for the Auxiliary Police Unit. Auxiliary Officer will serve at the pleasure of the Mayor. The Auxiliary Police Unit will be under direct command of Chief of Police. The Police Administrative Assistant will maintain personnel files on Auxiliary with active commissions, with the Division of Police.

CHAIN OF COMMAND

The Auxiliary Police Unit members shall obey the chain of command and shall take order from all full and part-time superior officers.

SELECTION CRITERIA

Auxiliary Officer Selection criteria will meet the same standards as the full-time officers. The applicant must be 21 years of age at the time they receive their commission and have an OPOTA Basic Police Officer Certificate, High School Diploma and valid Ohio Driver's License. Preference will be given to applicants with two or four year college degree and/or prior experience working as a police officer.

Applicant shall be in good physical health certified by a physical examination performed by a medical doctor. In addition, the applicant will be tested and required to meet the division physical agility standards.

The Applicant must sign a waiver regarding the division's right to request from any appropriate source, information concerning any criminal or civil liability, including financial or medical records.

Each Applicant shall be required to fill out a standard application and shall be advised as to any other requirement regarding the Department's policy. The Mayor will review the application upon its return. After determining that the Applicant meets the minimum standards, the Mayor will contact the Applicant to explain the job requirements.

If the Applicant meets the minimum requirements and wished to proceed, a background investigation will be started and the Applicant will be required to complete a background questionnaire.

It shall be the duty of the Chief of Police and/or the assigned investigative officer to arrange for the investigation of all applicants. A background investigation should include, but is not limited to the following:

- a) Fingerprints and photographs
- b) Prior employment verification
- c) Personal reference contacts
- d) Educational background verification

Barring any information that would indicate the applicant unsuitable after a full investigation, a date will be set for the applicant to be interviewed by the Mayor and then the Chief of Police. The Mayor will make the final decision regarding appointment.

Applicants will be advised at the time of the interview that notification of their acceptance or rejection will be forthcoming within thirty (30) days in an appropriate manner.

Upon being selected, the member's background investigation will become part of their personnel file maintained by the Police Administrative Assistant.

ENTRY LEVEL TRAINING

Auxiliary officers will have completed all training required by the Ohio Peace Officer's Training Council for Law Enforcement Officers prior to beginning any active service with this agency.

Auxiliary Officers, though not normally assigned to specialized duties will be required to complete any specialized training commensurate with the duty they intend to perform and/or be assigned.

This training will conform to standards set forth by the Ohio Peace Officer's Training Council and the standards of the Bentleyville Police Department. The Administrative Assistant to the Chief of Police will maintain files on all Auxiliary Officer documenting that training has been completed.

AUTHORIZED STRENGTH

The Mayor will appoint up to ten (10) Auxiliary Officer to perform the Unit's mission. Members will be required to attend the monthly meetings of the Department and additionally work a minimum of eight (8) hours per week (voluntary time) of approved duty, during the first sixty (60) days after appointment. After the first sixty (60) days, Auxiliary Officers will be required to work a minimum of twelve (12) hours per month (voluntary time) of approved duty. If Auxiliary Officers are assigned approved duty beyond the required voluntary time, they will be paid at the hourly rate of Fourteen Dollars (\$14.00) per hour. Auxiliary Officers shall receive none of the benefits provided for full or part-time members of the department, unless provided by Ordinance.

Auxiliary Officers will be expected to participate in in-service training equivalent to that of a full-time officer. The officer in-charge of training for the Bentleyville Division of Police shall schedule appropriate in-service training for Auxiliary Officers when scheduling training for regular officers.

Nothing in this policy is meant to deter or impede the training officer from scheduling additional specialized training that they feel appropriate and necessary for Auxiliary Officers to perform their obligations to the Auxiliary Police Unit. Auxiliary Officers will be tested for firearm proficiency with the same frequency as the full-time officers. Qualifying scores and standards as prescribed by the Ohio Peace Officer Training Council and adopted by the Division of Police, shall be the same for full-time and Auxiliary Officers.

USE OF FORCE TRAINING

Use of force training is provided in both basic training and on-going training provided by the Range Officers. Auxiliary Officers will receive the same training as regular officers.

VOIATIONS OF THE RULES AND REGULATIONS

1. Major
 - a) A criminal charge
 - b) Insubordination
 - c) Conduct unbecoming an officer
 - d) Other gross violations of the Rules and Regulations and Department Policies.

2. Minor
 - a) Missing a meeting
 - b) Missing a scheduled duty assessment
 - c) Missing a non-paying assignment or failing to find a replacement

Suspension or discipline of an Auxiliary Officer for mayor offenses or repeated violations or rules, Regulations, guidelines or procedures will be made by the Mayor upon report and recommendation of the Chief of Police. An officer will not be absent himself/herself or be tardy for any scheduled duty. If,

because of illness or other unexpected emergency, an officer is unable to report for scheduled duty, the officer will notify the Duty Officer. Notification will be done as soon as possible but no later than two hours prior to the start of their scheduled shift. The Duty Officer upon being notified of the absence will notify the Executive Officer.

An Officer unable to perform the required eight (8) or twelve (12) hours (voluntary time) of duty, because of illness or other hardships, may request a temporary leave of absence. If granted by the officer is temporarily relieved of his/her duty requirements. Temporary leaves of absence will not be granted for a period exceeding six (6) months. While on temporary leave of absence the officer will turn in his/her police identification card, badge and department issued property. The Chief of Police will retain possession of the officer's badge and identification card. These items may be released upon the Reserve Officer returning to full duty.

DUTIES AND RESPONSIBILITIES

1. Auxiliary Police Officers shall follow the same Rules, Regulations and Directives as the part-time and full-time officers, pertaining to working off-duty (side jobs) and carrying of concealed weapons off-duty.
2. Auxiliary Police Officers shall be required to contribute eight (8) hours per week (voluntary time) for the first sixty (60) days after appointment and twelve (12) hours per month thereafter, to the patrol schedule.
3. The scheduling of Auxiliary Officers will be based on their status and the manpower needs of the Police Department.
4. Auxiliary Officers shall be assigned their own police unit during their shifts and keep their own activity logs.

DUAL COMMISSION

Auxiliary Officers may not be commissioned by any other State or Local Law Enforcement Agency.

PUBLIC LIABILITY PROTECTION

Auxiliary Officers are provided with public liability protection equal to that provided to the full-time and part-time officer.

UNIFORMS

Other than Auxiliary noted on the badge, uniforms for the Auxiliary Officers shall be the same as for full-time officer. With the exception of badges, patches and identification cards, it will be the responsibility of the Auxiliary Officers to purchase the approved uniform, including service weapons.

Uniforms and equipment purchased by the Auxiliary Officer may be retained by the officer upon their dismissal or resignations. Identification cards, badges and shoulder patches will remain the property of the Village of Bentleyville, Division of Police, and will not be retained by the officer leaving the Unit. Each reserve member shall be issued an identification card. Auxiliary Officers shall not use their card to solicit favors of any type.

EQUIPMENT

Auxiliary Officer must provide or will purchase equipment necessary to perform to function of full-time officers performing like functions.

The wearing of body armor will not be required, nor will the type or model, if worn be directed by the Village. Auxiliary Officers opting to wear body armor will wear it concealed from view beneath their uniform shirt.

Auxiliary Officers shall carry their firearms only when riding with a training officer or if assigned a detail by the Chief of Police. Only weapons authorized by the Chief of Police shall be used and they shall be kept in their assigned locker in the Police Department locker room when not in use. If an Auxiliary Officer's full-time employment requires a firearm, the Chief of Police may waive this rule.

APPROVED BY ORDER OF:

Gabriel Barone
Chief of Police