



# GENERAL ORDER OPS-29 POLICE AUXILIARY

EFFECTIVE OCTOBER 6, 2021

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This General Order contains the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. DUTIES AND RESPONSIBILITIES
- IV. UTILIZATION OF AUXILIARY PERSONNEL
- V. CANCELLATIONS

## **I. POLICY**

The Howard County Department of Police (HCPD) shall utilize all available resources to best serve the citizens of Howard County. Resources shall include the use of Auxiliary Officers to supplement regular law enforcement personnel with specific duties and responsibilities.<sup>1</sup>

## **II. DEFINITIONS**

- A. Auxiliary Officer: A citizen who has been selected and properly trained to provide uniformed volunteer services to the Department under the provisions of the Howard County Police Auxiliary Program Manual. Auxiliary personnel are not commissioned with sworn officer status and have no police powers.<sup>2</sup>
- B. Auxiliary Police Program Manual: The written guidelines, rules, regulations, and details of the sanctioned Police Auxiliary Program, herein referred to as “the Auxiliary Manual”.
- C. Program Administrator: An individual selected by the Chief of Police to administer the Auxiliary Program.
- D. Program Coordinator: An individual designated by the Program Administrator to provide the day-to-day management of the Auxiliary Program.

## **III. DUTIES AND RESPONSIBILITIES**

- A. Chief of Police
  - 1. The Chief of Police will have the authority to select and appoint persons as members of the Howard County Police Auxiliary. The number of Auxiliary personnel shall be set by the Chief of Police and subject to revision based on the needs of the Department.
  - 2. Persons so appointed will serve at the pleasure of the Chief of Police without any form of compensation. The Chief of Police shall have the authority to terminate Auxiliary personnel at any time, with or without cause.
- B. Program Administrator
  - 1. The Program Administrator will be responsible for the execution of the Auxiliary Program and all relevant Departmental directives.
  - 2. The Program Administrator will be responsible for selecting a Program Coordinator and ensuring the proper day-to-day management of the Auxiliary Program.

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<sup>1</sup> CALEA 45.3.1a

<sup>2</sup> CALEA 45.3.1a

3. The Program Administrator will be responsible for reporting the activities and status of the Auxiliary Program to the Chief of Police, through the chain of command. Written progress reports should be submitted to the Chief of Police as part of the standard monthly report for the Special Operations Command (SOC).
4. The Program Administrator or his direct designee will be responsible for investigating minor complaints against members of the Auxiliary. Investigations of all other complaints shall be handled in accordance with General Order, ADM-02, Internal Investigations.
5. The Program Administrator shall ensure that Auxiliary personnel are recognized for their volunteer hours of service with appropriate departmental awards such as Auxiliary Officer of the Year, etc.

C. Program Coordinator

1. The Program Coordinator will be responsible for the day-to-day management of the Auxiliary Program, including but not be limited to scheduling and assignments of Auxiliary personnel, scheduling training, records management, and direct supervision of personnel.
2. The Program Coordinator will be responsible for keeping the Program Administrator informed of the status, problems, and successes of the Auxiliary Program.
3. The Program Coordinator will ensure that no Auxiliary Officer receives duty assignments until he has completed all minimum entry-level or specialized training.

D. Education and Training Division (E&T)<sup>3</sup>

1. The Education and Training Division will be responsible for coordinating and overseeing the administration of all prescribed entry-level and in-service training programs for Auxiliary Officers.
2. Auxiliary training programs will be approved by the Chief of Police and will consist of topics necessary for Auxiliary personnel to properly perform assigned duties, including but not limited to police operations, applicable laws, non-biased policing, general traffic laws and procedures, emergency situations, first aid, radio procedures, defensive driving,<sup>4</sup> assisting at public events, use of force, use of OC spray, designated parking enforcement, etc.
3. E&T will be responsible for maintaining all training records pertaining to Auxiliary Officers.

E. The Special Operations Bureau (SOB) will work in conjunction with E&T in administering the training of Auxiliary Officers and will retain duplicate copies of all Auxiliary Officer training records that are maintained at E&T.

F. The Employment Services Division (ESD) shall advertise, recruit, and coordinate the Auxiliary selection process.

G. Quartermaster (QM) Section

1. The QM shall outfit Auxiliary personnel with uniforms that clearly distinguish them from sworn officers, and all appropriate equipment as prescribed by the Auxiliary Manual and the Program Coordinator.<sup>5</sup>

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<sup>3</sup> CALEA 45.3.2

<sup>4</sup> CALEA 33.7.2

<sup>5</sup> CALEA 45.3.3

2. The QM shall maintain complete records of all issued and returned items.

H. Watch Commanders

1. Watch Commanders shall verify that a written report is generated in all incidents in which Auxiliary personnel have utilized force, been injured, or been the subject of a citizen's complaint. The Watch Commander will ensure a copy is forwarded to the Program Coordinator and Program Administrator, Risk Management, Office of Law, and Special Operations Commander within 24 hours.
2. In cases of serious injury or use of force, notification procedures will be followed as required for sworn officers in General Order ADM-12, Code of Conduct. Notification will be made to the Program Coordinator, Program Administrator, and the Chief of Police within 24 hours.

I. Patrol Supervisors

1. In the absence of the Program Coordinator, Administrator, or other assigned supervisor, it will be the responsibility of patrol supervisors to provide guidance and supervision to on-duty Auxiliary Officers operating within their supervisory area.
2. The patrol supervisors or the specialty supervisor in charge of a special event shall respond to any incident where an on-duty Auxiliary Officer has utilized force, been injured, or been the subject of a citizen's complaint. The Supervisor will ensure the completion of all appropriate reports and will notify the Watch Commander. Complaints will be investigated by the Program Administrator or his direct designee.
3. Official recognition shall be given in those instances where Auxiliary Officers have distinguished themselves in a noteworthy manner. Problems or noteworthy actions involving Auxiliary Officers should be documented and forwarded to the Program Administrator.
4. During evening and weekend hours, supervisors will report and handle any lost or damaged property per ADM-48, Line Inspections and Equipment Protocols, and forward those reports to QM, Risk Management, and the Program Coordinator.

J. Sworn Officers

1. Sworn police officers shall cooperate with and support the Police Auxiliary Program, and to utilize the support services available from the Auxiliary Program to maximize the efficiency of manpower resources.
2. When necessary, sworn officers shall provide guidance, instructions, and training to Auxiliary personnel in a professional and courteous manner.

- K. Auxiliary Personnel shall perform in accordance with all Departmental Policies and Procedures and the Auxiliary Manual.

**IV. UTILIZATION OF AUXILIARY PERSONNEL**

- A. The primary role of Auxiliary personnel is to supplement patrol operations. The role and scope of authority of Auxiliary personnel includes but is not limited to:<sup>6</sup>
1. Abandoned vehicles, VIN checks and tagging and towing;
  2. Animal complaints, loose animals, barking dogs, pets locked inside vehicles;

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<sup>6</sup> CALEA 45.3.2b

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3. Assist with missing person searches;
4. Assist with sobriety checkpoints;
5. Community group presentations on the Auxiliary Program;
6. Conduct home security surveys;
7. Fire department assists;
8. Issue parking tickets and parking enforcement;
9. Light administrative tasks, courier duties, and any other specialty skill tasks, if approved in advance by the Program Administrator;
10. Lockout calls, to include power locks;
11. Motorist assist calls;
12. Patrol senior citizen complexes;
13. Phase 2 cell phone hang-ups - area checks only;
14. Pick up vehicle license plates flagged by MSP/MVA;
15. Property damage accidents involving deer;
16. Provide logistical support at DWI checkpoints;
17. Recovering and transporting property of a non-contraband or evidentiary nature;
18. Relay meals;
19. Road hazard calls;
20. Routine check on welfare calls;
21. School crossings;
22. Testifying in court;
23. Traffic direction at special events, accidents, traffic signal outages, and Fire Department assists;
24. Translation services, provided they are HCPD certified; and
25. Transport of officers or citizens, but not prisoners.

NOTE: Auxiliary units should not be dispatched on any other calls unless directed to do so by a police supervisor.

B. Auxiliary Officers are prohibited from:

1. Operating any emergency vehicle with any siren in activation.
2. Participating in the serving of an arrest warrant or the initial service of a search warrant.

3. Participating in any activity when it is known in advance to be extremely dangerous or hazardous.
4. Wearing, carrying, or transporting any weapon during the course of assigned duties or when in uniform, with the exception of OC spray as approved by the Chief of Police and issued by the Department.
5. Taking part in any political activities of any kind while acting in the name or capacity of an Auxiliary Officer.
6. Utilizing any Auxiliary Program equipment or clothing except while on duty. This shall not preclude wearing or carrying items to and from the duty station.

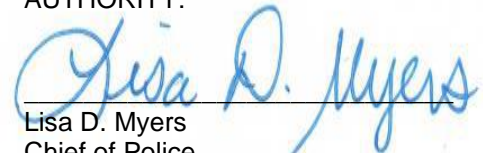
C. HCPD Vehicle Operation

1. Auxiliary personnel may operate vehicles marked for "Auxiliary" upon completion of the requisite training.
2. Auxiliary personnel may be utilized to operate marked and unmarked HCPD vehicles for the purpose of moving them for maintenance, driving them to a special event for transportation, or other assignments upon supervisory approval.
3. Auxiliary personnel must comply with all County policies, procedures, and requirements regarding the use and operation of County vehicles.

V. **CANCELLATION**

This General Order will cancel and replace General Order OPS-29, Police Auxiliary, dated March 1, 2011.

AUTHORITY:

  
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Lisa D. Myers  
Chief of Police