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	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 2 - Personnel Information		07/13/2015
			ORIGINATOR/REVIEW
DISTRIBUTION		Chief's Staff	
ALL		CALEA: 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6, 16.3.7, 16.3.8	
BY THE AUTHORITY OF THE CHIEF OF POLICE:			<i>James A. Coonan</i>

Purpose

To establish the Virginia Beach Police Department Auxiliary Police.

Policy

The Code of Virginia and the Municipal Code of the City of Virginia Beach provides for the authorization of Auxiliary Police by the Chief of Police.

Function (CALEA 16.3.1)

The Virginia Beach Police Department Auxiliary Police is established for the purpose of augmenting the Department's Operations Division resources, especially during events or in situations, which tend to overburden the normal operations of the Operations Division.

Selection (CALEA 16.3.2)

Selection requirements for Auxiliary Officers, relating to job knowledge, skills, and abilities are the same as those for full time sworn officers. The recruiting and selection of Auxiliary Officers will be the responsibility of the Commanding Officer of Professional Development and Training. Full time sworn officers who resign from the Department who wish to continue to serve as an Auxiliary Officer will be accepted into the program at the discretion of the Chief of Police.

Training (CALEA 16.3.3, 16.3.5, 16.3.6)

Auxiliary Officers shall complete an Auxiliary Police Academy, which will meet or exceed the minimum standards for law enforcement training set forth by the Virginia Department of Criminal Justice Services. Following the Auxiliary Police Academy, officers will complete a 160 hour field training period with a Virginia Beach Police Department certified field training officer. The content of the training shall be established and maintained by the Commanding Officer of Professional Development and Training. Successful completion of the Auxiliary Police Academy is required prior to the Auxiliary Officer assuming any duties as described below. Additionally, Auxiliary Officers must meet the same in-service, use of force training, and weapons proficiency qualifications requirements as full time sworn officers.

Authority (CALEA 16.3.1)

Sworn Level I

Sworn Auxiliary Officers are those officers with full arrest powers and who are capable of working individually in the same capacity as a full-time police officer.

This level is attained upon: 1) Satisfactory completion of the Auxiliary Police Academy and 2) Satisfactory completion of the required training phase. The Level I position is reserved for Auxiliary Officers appointed prior to January 1, 2004.

Sworn Level II (CALEA 16.3.7)

This Level is assigned to Auxiliary Officers appointed after January 1, 2004. These Auxiliary Officers are sworn, with full arrest powers, and are assigned to work with a Police Officer at all times. Auxiliary Officers in field training are considered to be Level II Auxiliary Officers.

An exception is provided for those Level II officers working special assignments. Level II Officers may be assigned to specific details provided the following conditions are satisfied by the on duty supervisor making the assignment: 1) He/she has met with and specifically informed the Level II officer of his/her duties; and 2) He/she has instructed the Level II Officer how to obtain assistance should any unusual occurrence develop.

Auxiliary Officers (Level I and Level II) are permitted to carry a department issued weapon only while on duty. Carrying the department issued weapon while off duty is prohibited. Auxiliary Officers who wish to carry a concealed weapon off duty must obtain a concealed weapons permit.

Auxiliary Officers (Level I and Level II) shall have all the powers, authority and all the immunities of full-time law enforcement officers.

Non-Sworn Level III

Level III Auxiliary Officers are those members attending the Auxiliary Police Academy and those members accepted and assigned to perform specific training and clerical functions only. These members are not permitted to carry a weapon nor do they have arrest powers.

These levels within the Auxiliary Police do not represent any form of rank structure.

Structure, Direction, and Chain of Command

All Auxiliary members are subject to the written directives of the Virginia Beach Police Department. While on duty, Auxiliary members shall be accountable to the on-duty supervisor at the location assigned.

The chain of command for Auxiliary Officers will be the chain of command for the organizational component to which they are assigned. The Commanding Officer of each organizational component to which Auxiliary Officers are assigned, or his/her designee shall be responsible for maintaining a personnel file on each Auxiliary Officer, completing required annual performance feedback reports for each Auxiliary Officer in accordance with the provisions of City of Virginia Beach Human Resources Policy, and General Order 2.10 (Performance Feedback), and scheduling in-service training for each Auxiliary Officer. Sworn Auxiliary Police Officers shall have the same authority and arrest powers as a paid police officer but shall be subordinate to paid officers. All other Auxiliary Officers or members shall be subordinate to the paid Department staff to which they may be assigned.

Rules and Regulations

All Auxiliary members shall be governed by the rules and regulations for the Virginia Beach Police Department. All Auxiliary members shall adhere to the policies and procedures set forth in the Department's General Orders and Field Guides. Auxiliary Officers will be required to work 20 hours per

month in service to the Virginia Beach Police Department. The hours worked may include time spent in in-service training. All hours worked shall be documented on the daily payroll sheets at the organizational component to which the officer is assigned.

Uniforms (CALEA 16.3.4)

Auxiliary Officers shall be uniformed and equipped in the same manner as full time sworn officers with the exception of the badge and shoulder patch, both of which indicate “Auxiliary Police.”

Following is an example of the uniform shoulder patch of Auxiliary Officers:



Leaves of Absence

Leave of Absence may be granted subject to the approval of the Deputy Chief of Operations under the following conditions:

- Leave of Absence shall be defined as a period during which the member shall be excused from all duties, but retain Auxiliary status and level. Members shall not be permitted to perform any Auxiliary duties until their return from Leave of Absence. Leave of Absence shall only be granted one (1) time in any calendar year. Leave of Absence may run consecutively with a leave in another calendar year may be granted and will be handled on an individual basis. Members receiving authorization for a Leave of Absence longer than sixty (60) calendar days shall turn their badge, ID card, and city issued duty weapon in to their Commanding Officer prior to commencing the Leave of Absence. Failure to comply will result in disciplinary action.

Voluntary Resignation

Auxiliary Police Officers in good standing, wishing to resign shall:

- City policy requests that members give two weeks' notice prior to effective date of resignation. Members of the Auxiliary Police should forward a letter to the Chief of Police via their chain of command.
- Reason for resignation and the actual date that resignation will become effective.
- Sworn Auxiliary Officers must turn in any summons books, parking tickets, accident reports, etc. to the duty supervisor of the Precinct in which assigned.
- **All Department issued equipment shall be turned in prior to leaving the department, to Uniform and Supply Office within five (5) working days. Failure to comply may result in an arrest warrant being secured.**

- It is mandatory of an officer who is leaving to satisfactorily complete all cases they have pending before the court at the time of their departure. Although the Department does not try to enforce this rule, if an officer does not fulfill this responsibility, it will be considered a serious breach of duty and weigh heavily against the individual should they ever ask for a letter of recommendation or request reinstatement. It should be noted that failure by an officer to appear at a trial in which they are a witness is grounds for a Failure to Appear.

Reinstatement into the Auxiliary Police

Former Auxiliary members who left in good standing and wish to be reinstated shall:

- Former members away from the program between 6-12 months, will be reinstated at Level II and will then:
 - Qualify on the firing range.
 - Complete the required In-service.
 - Be assigned to a Police Training Officer for a minimum of 40 hours and his or her evaluation.
 - Additional training may be necessary to comply with required Departmental Regulations.
 - Members will be assigned in accordance with the direction of the Chief of Police.
- Former members away from the program for more than one (1) but less than two (2) years, will be reinstated at Level II and will then:
 - Contact the department's Volunteer Coordinator to begin the reinstatement process.
 - Former members gone for less than two (2) years, but more than 1 year, would be reinstated at Level II and will then:
 - Qualify on the firing range.
 - Complete the required In-service.
 - Be assigned to a Police Training Officer for no less than 160 hours. The officer will then ride with a paid officer at the precinct in which he/she is assigned.
- Members who left in good standing and were absent in excess of two (2) years may reapply as an initial applicant, subject to the requirements of the application process and procedures existing at the time of this application.
- All requests for reinstatement will be reviewed and approved/disapproved by the Chief of Police.

Disciplinary Action

In accordance with the City HR policies, disciplinary action may be imposed in the form of a reprimand, a suspension or dismissal from the program, for violations of Departmental or City policies and procedures, or failure to maintain the requirements of the Auxiliary Program. Suspensions may be imposed in increments of a week, which will be the equivalent for paid members of one-half day. The maximum suspension will be four (4) weeks (equivalent to 20 hours). Disciplinary action for Auxiliary members is not grievable, but may be appealed to the Deputy Chief of Operations via the Open Door Policy. Suspensions and dismissals may be appealed via the Law Enforcement Officers' Procedural Guarantees.

Retirement

Retirement from the Auxiliary Police shall be composed of three categories:

Voluntary Retirement

Voluntary Retirement status may be obtained upon the completion of ten (10) years of service. Members completing this time requirement and desiring to retire shall submit their intent in writing to the Chief of Police via their chain of command.

Disability Retirement

Members, who have completed five (5) years of service or at any time, if the disability is police-service connected, may request disability retirement. Members desiring this retirement provision shall submit their request with appropriate medical documentation to the Chief of Police via their chain of command.

Mandatory Retirement

In accordance with the Municipal Code of the City of Virginia Beach, all members shall be required to retire from a sworn position upon reaching sixty-five (65) years of age. Members in a non-sworn position may continue in their position regardless of age, provided they continue to meet the requirements of their position.