

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	AUXILIARY PERSONNEL	NUMBER:	2.7.1
		ISSUED:	10/1/2009
SCOPE:	All Police Personnel	EFFECTIVE:	10/1/2009
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INDEX AS: Auxiliary Police
Auxiliary Unit
Adult School Crossing Guards

PURPOSE: The purpose of this directive is to provide guidelines for the establishment and management of an Auxiliary force of officers and Adult School Crossing Guards to assist regular units of the Police Department in law enforcement related community service functions.

This Order consists of the following numbered sections:

- I. INTRODUCTION
- II. DEFINITIONS
- III. ORGANIZATION OF THE POLICE DEPARTMENT AUXILIARY
- IV. AUTHORITY-RESTRICTIONS
- V. RULES AND REGULATIONS
- VI. DUTIES OF AUXILIARY OFFICERS
- VII. DUTY STATUS
- VIII. ELIGIBILITY
- IX. SELECTION PROCESS
- X. TRAINING
- XI. AUTHORIZED UNIFORM

I. INTRODUCTION

- A. An Auxiliary Police Officer is a citizen volunteer, uniformed and trained to perform limited and temporary police functions under the supervision of regulatory agencies. Anyone joining the Auxiliaries as of October 1, 2009, must be 18 years of age or older

The primary function of the Police Auxiliary is to augment the regular police force in any event which creates the need for personnel resources beyond that which the regular force can provide, without the aid of trained civilian assistance.

These rules and regulations are the standards of conduct and performance required of all members of the Auxiliary Police, and is devised to ensure public trust and respect, confidence and voluntary cooperation. The resulting discipline and operational procedures are a necessity for effective administration of the unit. Rules and regulations requiring high standards of performance and conduct must be adhered to and those who fail or refuse to do so can be dealt with through them, thereby protecting the provisions as a whole.

Interpretation of certain rules, which of necessity are broad in scope, lies in the hands of the administrative officers of the Port Washington Police Department; and the good of the community and the corps will be the objective in any decision.

Individuals seeking appointment to the Police Auxiliary Unit must:

1. Be a U.S. citizen, eighteen years of age or older.
2. Possess a valid WI driver's license with a good driving record or be eligible for a WI driver's license prior to appointment, exceptions to be made by police advisors only with the Police Chief's approval.
3. Have no record of felony convictions or domestic abuse convictions.
4. Upon appointment, serve a one-year probationary period.

These rules and regulations are subject to future revision and are in place with the hope and purpose of instilling and promoting within the Auxiliary Police Officer, the basic concepts of honesty, integrity, trust, courtesy, good conduct, and efficient performance, so as to enable them to gain and maintain the public trust and respect of the public whom he/she voluntarily serves.

A simplified set of standards, which adhere to basic requirements demanded of any person in public office, is established. These standards apply with special meaning to Auxiliary Police Officers, who, by the very nature of their duties, must be above reproach.

The normal order of business to be followed at meetings and training shall be:

1. Call to order by the Captain or Lieutenant of Auxiliary Unit
2. Pledge of Allegiance to the flag
3. Reading of the minutes of the previous meeting and approval
4. Auxiliary Captain and Advisors Report
5. Company reports
6. Communications
7. Unfinished business
8. New business – Upcoming Activities and Scheduling
9. Training
10. Adjournment

- B. Adult School Crossing guards promote safe behaviors at crosswalks by helping children safely cross the street at key locations and reminding drivers of the presence of pedestrians. Their primary responsibility is to help children cross the street as they walk or bicycle to and from school.

The Adult School Crossing Guard plays a key role in promoting safe driver and pedestrian behaviors at crosswalks near schools. They help children safely cross the street and remind drivers of the presence of pedestrians. A guard helps children develop the skills to cross the street safely at all times.

Adult School Crossing Guards are paid personnel who receive annual training and are equipped with special uniforms that clearly distinguish them from sworn officers and are meant to increase their conspicuity and visibility to motorists and pedestrians alike.

II. DEFINITIONS

- A. **Regular Officer** - A person appointed by the Chief through the Police and Fire Commission as a full-time law enforcement officer who has met the requirements prescribed for full-time law enforcement officers by the WI Law Enforcement Standards Board; and to whom law enforcement powers of the City are delegated.

- B. **Auxiliary Officer** - A person appointed by the Chief, who is not commissioned as a law enforcement officer, who has met the requirements prescribed for Auxiliary Officers, and who shall be assigned primarily to law enforcement related community service functions.

An Auxiliary Officer is a non-sworn, non-paid, trained citizen volunteer who, when acting within the scope of their authority are provided liability protection and indemnification through the City of Port Washington.

- C. **Adult School Crossing Guard** - A person appointed by the Chief, who is not commissioned as a law enforcement officer, who has met the requirements, and who shall be assigned primarily to promoting safe behaviors at crosswalks by helping children safely cross the street at key locations, while reminding drivers of the presence of pedestrians.

Adult School Crossing Guards may also be assigned from time-to-time to assist with law enforcement related community service functions.

Adult School Crossing Guards are non-sworn, non-contracted, paid, trained personnel, who, when acting within the scope of their authority are provided liability protection and indemnification through the City of Port Washington.

III. ORGANIZATION OF THE POLICE AUXILIARY UNIT & ADULT SCHOOL CROSSING GUARD UNIT

- A. The Police Department Auxiliary Unit shall be assigned to the Operations Division; however, Auxiliary Officers may be utilized by other divisions of the Police Department with approval of the Chief of Police, or his designee.
1. A Patrol Lieutenant shall be assigned to act as liaison to the Auxiliary Police Unit and shall coordinate all activities of the Police Auxiliary including, but not limited to, duty assignments, training, evaluation, and discipline.
 2. The Auxiliary Unit shall be composed of Auxiliary officers who shall be subordinate to regular officers in the organizational hierarchy.
 3. The Police Department Auxiliary Unit shall be governed by the Police Department/Auxiliary Unit Command Staff.
 4. Auxiliary Unit Command Staff members shall be recommended by the current Auxiliary Command Staff for appointment by the Chief of Police and shall serve at the pleasure of the Chief.
 5. The Auxiliary Command Staff may recommend personnel actions to the Chief of Police through the chain of command. Copies of all documents relating to personnel matters shall be forwarded to the Auxiliary Police Patrol Lieutenant liaison via the chain of command.

- B. The Adult School Crossing Guard Unit shall be assigned to the Operations Division; however, members may be utilized by other divisions of the Police Department with approval of the Chief of Police, or his designee.
 - 1. A civilian, non-sworn Adult School Crossing Guard supervisor shall be assigned to act as liaison to the Adult School Crossing Guard Unit and shall coordinate all activities of the unit including, but not limited to duty assignments, scheduling, recruitment, training, evaluation, and discipline.
 - 2. The Adult School Crossing Guard Unit shall be composed of Adult Crossing Guards who shall be subordinate to regular officers in the organizational hierarchy.

IV. AUTHORITY- RESTRICTIONS

- A. Limitation of Authority – An Auxiliary Officer is not a commissioned or sworn officer and therefore is not granted arrest powers. Auxiliary Officers shall carry their Auxiliary Police ID card with them at all times when practicable but shall not carry a Port Washington Auxiliary Police badge when not on duty. Auxiliary officers shall not engage in any law enforcement activities beyond those afforded any non-sworn citizen while off-duty, unless acting on behalf of another law enforcement agency by which they may be employed. Auxiliary Officers shall use discretion when exercising their authority and such discretion shall not be discriminatory, biased, or prejudiced in any way.
 - 1. Firearms - Auxiliary Officers shall not carry firearms, but shall become familiar with the rules, regulations, procedures, and directives of the Port Washington Police Department governing firearms.
 - 2. Emergency Equipment – In most cases, blue lights, red lights or sirens shall not be installed, used or carried in the private vehicles of Auxiliary Officers, nor shall the Auxiliary Officers use their privately-owned vehicles in the performance of their official duties. Auxiliary Officer Command Staff may authorize the use of personal vehicles and emergency lights on those vehicles, only once the Auxiliary Officer is at the scene of the emergency.
- B. Adult School Crossing Guards – are non-commissioned, non-sworn paid personnel, who shall be assigned primarily to promoting safe behaviors at crosswalks by helping children safely cross the street at key locations, while reminding drivers of the presence of pedestrians. Adult School Crossing Guards may also be assigned from time-to-time to assist with law enforcement related community service functions.

V. AUXILIARY OFFICER RULES AND REGULATIONS

Section 1 **Officers and Committees**

- A. The Port Washington Police Auxiliaries are governed by an executive committee of officers which are appointed by the Chief of Police
- B. Auxiliary Officers are responsible to the Captain, Lieutenant and Corporal of Auxiliary whom they operate under. The Lieutenants of the Auxiliary are responsible directly to the Captain of the Auxiliary.

Section 2 **Executive Board**

- A. The Executive Board shall consist of the following: Chief of Police, Captain of Auxiliary, Lieutenants of Auxiliary, Corporal of Auxiliary and two or more officers of the Port Washington Police Department. The Police Officers shall act as advisors/mentors to the Auxiliary Unit.
- B. It shall be the Executive Board's responsibility to oversee the entire organization and to review and update the rules and regulations, procedures and to enforce same.
- C. All Executive Board business is strictly confidential unless divulged by the committee.
- D. The Executive Board is further responsible for reviewing all applicants requesting memberships and to present their findings and/or appointments to the general membership. The Board reserves the power and authority to deny an applicant membership.

Section 3 **Captain of Auxiliary**

- A. The Captain is responsible for presiding at all meetings, opening the meeting, proper sequence of business, putting to vote all questions or motions, enforcing the rules relating to debates, and to declare the meeting adjourned when the assembly so votes.
- B. The Captain along with police advisors is responsible for appointing all Company Lieutenants and evaluating all Company operations.
- C. The Captain is responsible to the Chief of Police and any directives from him. Captains may hold their term of office for a two-year term. Captains may be extended in rank for a second two-year term, providing they have not held their rank for more than six years and additional terms have been granted by the Chief

of Police.

Section 4
Lieutenants of Auxiliary

- A. The Lieutenants of the Auxiliary are directly responsible to the Captain of Auxiliary.
- B. The assigned Lieutenant is responsible for the contacting of the Auxiliary Officers to fill work assignments or special duty requests.
- C. The Lieutenants are in charge of their specific company of Auxiliaries. It is their responsibility to make sure that the company is properly trained in the fundamentals of the organization, are familiar with basic police functions such as traffic direction, operation of the radio, basic first aid and CPR, attend meetings regularly, and serve the minimum required 35 hours of service a year. Lieutenants may hold their rank for a two-year term. Lieutenants may be extended in rank, for a second two-year term upon approval of the Chief of Police.
- D. The Lieutenants shall make recommendations to the Captain of the Auxiliary for the assignment of members to their respective companies.

Section 5
Corporal of Auxiliary

- A. One Corporal shall be appointed by the Executive Board. The Corporal of Auxiliary may hold his/her rank for a two-year term. The Corporal may be extended in rank, for a second two-year term upon approval of the Chief of Police. Promotion to Corporal is determined by the Executive Board, based upon the merit and standing of the Auxiliary from the previous years of service.
- B. The Corporal of the Auxiliary is directly responsible to the Lieutenants of the Auxiliary.
- C. In the temporary absence of a Lieutenant, the Corporal shall fill in for the Lieutenant.
- D. Auxiliary Officers shall be assigned to the Auxiliary Red Company or Blue Company. The Corporal is responsible for his/her specific company of Auxiliaries.

Rule I
Organization and Administration

Section I The Port Washington Police Auxiliary is organized and administered by the Chief of Police or his designee(s).

Section II All members must be loyal American citizens, 18 years of age or older

and of good moral character.

Rule II
Chain of Command

- Section I
1. Chief of Police
 2. Captains of Police
 3. Lieutenants of Police
 4. Police Officers
 5. Captain of Auxiliary
 6. Lieutenants of Auxiliary
 7. Corporal of Auxiliary
 8. Auxiliary Officers

Section II Authority to command shall be vested in the senior officer of the highest rank present.

Rule III
Rules of Conduct

Any member of the Auxiliary Police can be reprimanded, suspended, demoted or dismissed if found guilty by the Police Auxiliary Executive Board and Police Department Advisors or Chief of Police of any of the following:

1. Commission of a felony or misdemeanor under any law or ordinance.
2. Intoxication while on duty
3. Insubordination or disrespect to a superior officer.
4. Habitual absenteeism or tardiness at training or duty assignment.
5. Incapability, either mental or physical.
6. Communicating information relating to police reports without permission.
7. Make a false report, either oral or written.
8. Discourtesy.
9. Smoking while in uniform while dealing with the public.
10. Consuming intoxicants while in uniform.
11. Auxiliaries do not have arrest power. They are only allowed to detain an individual when an officer directs them to do so.
12. Any other act or omission contrary to good order and discipline, constituting a violation of any rule, department order, policy or procedure. (see rule III -12, rule IV-11, 12A and 17)

Rule IV
General Rules, Policies and Procedures

1. There will be two types of Auxiliaries: Active Auxiliaries and Honorary Auxiliaries.
2. **Active Auxiliaries** – Issued full uniforms, to participate in police related events, to work in that capacity a minimum of 35 hours a year and have no more that two

unexcused absences from the training meetings in a twelve-month period.

3. **Honorary** Auxiliaries – Status to be determined by the Executive Board.
4. All new Auxiliaries shall serve a one-year probationary period.
5. All Auxiliaries must possess a valid WI driver's license or be eligible for one before acceptance into the Auxiliaries. Exceptions to be determined by police advisors.
6. All appointments to, and promotions within the Auxiliaries shall be made by the Chief of Police and/or the Executive Board.
7. Uniforms shall be worn only while on duty.
 - A. Auxiliary uniforms and shoulder patches clearly distinguish Auxiliary personnel from sworn officers.
8. All equipment issued shall remain property of the City of Port Washington.
9. Members shall not interfere with any police function or action unless requested to do so by someone higher in the chain of command.
10. The refusal by an Auxiliary to respond to any emergency call shall be reported in writing, together with the reason for such refusal, when requested by the Executive Board.
11. Any Auxiliary Officer who fails to appear for a scheduled assignment or event shall submit a written report, providing the reason for failing to appear to one of the police auxiliary officers or advisors. Any Auxiliary failing to provide an acceptable reason for missing an assignment or event may be subject to reprimand, suspension, demotion or dismissal.
12. Officer Ride-alongs – Auxiliary Officers must request permission to ride with a sworn officer. Approval of an Auxiliary Officer's ride-along request is subject to the "host" police officer's discretion and therefore, may be refused. Auxiliary Officers must contact the individual police officer they wish to ride with at least one week prior to the date of the desired ride-along. The Auxiliary Officer should be informed by the police officer as to whether their ride-along request was approved or refused. An Auxiliary Officer is a guest of the police officer during a ride-along. As such, and to maximize the ride-along experience, Auxiliary Officers should observe, learn, and assist the officer if/as directed during the ride-along. While participating in a ride-along an Auxiliary Officer must:
 - A. Be courteous and respectful to the officer – you are a guest.
 - B. Do not attempt to tell the officer what to do.
 - C. Seek the officer's permission before doing anything.
 - D. Do what the officer directs you to do.

- E. Thank the officer for the privilege of riding with him/her.
- 12A. Members may be assigned or volunteer for specific duties. The Auxiliary must report and complete these duties. If an emergency arises and an Auxiliary cannot report for duty, he/she must get another Auxiliary Officer to take the assignment. The Auxiliary Officer must also advise the PYPD Police Records Clerk of the change. Failure to ensure the assignment is covered may result in disciplinary action.
 13. Auxiliary Officers must wear a reflective traffic safety vest and use traffic wands or approved safety devices while directing traffic.
 14. Auxiliary personnel, while performing law enforcement activities at the request of the department and while acting within the scope of their authority are insured up to the policy limits of the City's liability insurance policy and under the Workers Compensation Act.
 15. Auxiliaries will receive first aid and CPR/AED training annually. Our Auxiliary advisor(s) will arrange for this training.
 16. All reports submitted by Auxiliary Officers shall follow the chain of command.
 17. Grievances must be submitted in writing to the Executive Board.
 18. Each Auxiliary Officer is responsible for keeping track of his/her duty hours and activities in a notebook and shall report the hours to their respective Lieutenant at the monthly meetings. Annually, at the January meeting or prior thereof, a complete written report of the yearly activities shall be submitted to the Auxiliary Captain by each Auxiliary Officer.
 19. There shall be no monthly membership dues.
 20. Social functions must be approved by the Executive Board.
 21. All rules and regulations are subject to review and change by the Executive Board.
 22. Leave of Absence – May be granted, if submitted on the proper form and if considered to be in the best interest of the Police Auxiliaries as an organization.

Rule V
Personal Appearance

1. Active Auxiliary Officers shall be permitted to have facial hair, as approved, which must be neatly trimmed. Sideburns must end at the bottom of the ears.
2. There shall be a category of "Honorary Member" for those members who leave the Auxiliary Unit in good standing. These individuals may attend Auxiliary meetings,

may speak if recognized, but shall not be allowed to vote on any matters.

3. While on duty, hair shall be clean, neat and of reasonable length.
4. When a long sleeve uniform shirt is worn, a tie must also be worn or a black turtleneck.
5. Short sleeve uniform shirts must be buttoned up to the button just below the collar button and a navy blue/black t-shirt must also be worn.
6. Shoes must be black and polished at all times.
7. Uniforms shall be kept clean and in good repair.

VI. DUTIES OF AUXILIARY OFFICERS

A. The primary duty of the Auxiliary Officer shall be to augment and supplement the Police Department patrol force. Auxiliary Officers shall primarily be assigned to law enforcement related community services where the likelihood of making arrests is minimal or will occur in conjunction with, and under the direction and authority of a sworn law enforcement officer. Auxiliary Officers shall perform their duties in the prescribed uniform unless directed otherwise by the Auxiliary Command Staff. Auxiliary Officers' duties may include:

B. Essential Functions:

- Assist regular officers in the performance of police duties.
- Drive, operate, and maintain Auxiliary Police Department vehicles.
- Assist the department in emergencies and large-scale special events.
- Perform traffic and crowd-control functions.
- Perform clerical duties as directed.

C. Secondary Functions:

- Attend monthly Auxiliary Police business/training meetings.
- Answer telephones in a professional manner.
- Assist in minor police stakeouts.
- Maintain uniform and equipment in accordance with police department policies, procedures and directives.

D. Physical Demands of Position:

- Standing long hours, running short distances, walking, sitting and stooping.
- Kneeling, crouching, balancing, bending, and twisting.
- Reaching, feeling, and talking.
- Lifting, carrying, pushing, and pulling.
- Reasonably good hearing and vision.

E. Equipment Used:

Department Issued Equipment – Vehicle, uniform, radio, keys, flashlight, O.C. spray, handcuffs, traffic safety vest.

Personal Equipment – Shoes (to be provided by the individual).

VII. DUTY STATUS

- A. Status – An Auxiliary Officer does not attain tenured status with the Police Department or the City of Port Washington.
- B. Leave of Absence – Auxiliary Officers may be granted a leave of absence upon request with justification submitted to the Auxiliary Command Staff. Leaves of Absence shall not exceed nine (9) months in duration unless special circumstances exist.

VIII. ELIGIBILITY

- A. Applicant shall be a U.S. citizen; minimum age – 18; Possess a valid Wisconsin driver's license; Good driving record; No felony convictions; No domestic abuse convictions; Good verbal and written communication skills; Ability to react quickly and effectively to stressful situations; Able to work evenings, weekends and holidays; Clear and concise speech; Ability to handle several tasks simultaneously; Ability to perform essential functions of the position; Ability to use all standard law enforcement equipment; Ability to attend monthly meetings; Successfully pass a thorough background investigation.
- B. Persons in occupations or professions likely to have a potential conflict of interest shall not be eligible for appointment as Auxiliary Officers. The following categories are examples of ineligibility and should not be considered to be all-inclusive:

Defense attorneys, private investigators.

Employees of County or City agencies that prohibit the acceptance of appointments as Auxiliary Officers.

IX. SELECTION PROCESS

- A. Auxiliary Officers shall be appointed by the Chief of Police and will serve on probationary status for a period of one year.
- B. The selection process shall include a written application, thorough background investigation, and interview by the Chief of Police or his designee.

- C. The Auxiliary Command Staff shall regularly provide the Police Department Liaison with a current roster of Auxiliary Officers.

X. TRAINING

- A. Auxiliary Officers shall complete the following minimum mandatory training within the first year of membership. No Auxiliary Officer shall be placed in a position of responsibility for which they have not yet completed the requisite training.
- Vehicle operation and familiarization
 - Traffic Control and Direction Training
 - Police Radio Operation Training
 - Self Defense/Professional Communication Training
 - Attendance at scheduled classes shall be mandatory.
- B. A member of the Auxiliary Command Staff shall be notified prior to the start of class in the event of an excused absence.
- C. Mandatory instructional hours missed by a member must be made up at a future time approved and scheduled by the class supervisor/trainer.
- D. Auxiliary Officers with excessive absences from the required training sessions shall be dismissed from the program.

XI. Uniforms

A. Active Auxiliaries

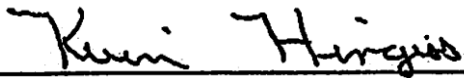
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|----------------------|-------------------------------------|
| 1 Shirt badge | 1 Flashlight holder |
| 1 Hat badge | 1 Traffic Vest |
| 1 Short sleeve shirt | 1 Black leather Garrison belt |
| 1 Long sleeve shirt | 1 Leather Sam Browne belt |
| 1 Pair of pants | 1 Handcuff tie tac |
| 1 Winter cap | 4 Leather belt keepers |
| 1 Summer cap | 1 Name plate |
| 1 Whistle with chain | 1 Memo book |
| 1 Black tie | 1 Handcuff key |
| 1 Winter jacket | 1 Pair of handcuffs with case & key |
| 1 Summer jacket | 1 Canister O.C. spray/leather case |
| 1 Baseball cap | 1 Black turtleneck |
| 1 Black t-shirt | 1 Police Auxiliary Policy Manual |

1. All equipment and uniform articles issued to an Auxiliary Officer shall be recorded on an Equipment/Uniform Inventory form and maintained on file.
2. Auxiliary uniforms and shoulder patches clearly distinguish Auxiliary personnel from sworn officers.

3. Raincoats shall be provided by and kept at the Police Department.
4. Replacement uniform articles and equipment shall be issued only when the old article is brought in and it is determined that a new item is needed.
5. Upon termination of an Auxiliary Member, all equipment and uniform items must be returned and in serviceable condition. These uniform items shall be inventoried and inspected by the Auxiliary Quartermaster or other designee identified by the Auxiliary Lieutenant. Anything not returned or in serviceable condition may result in the Auxiliary Officer being charged accordingly (i.e. citation for theft). Returned equipment must be inspected and inventoried by a police advisor or an Auxiliary Lieutenant.
6. Only issued and approved equipment may be worn with the uniform. Exceptions may be made by Auxiliary advisors or the Executive Committee.

APPROVED:

DATE:



4/1/20

Chief Kevin Hingiss

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Revised 6/28/19
Reviewed 4/12/19
Revised 8/15/16
Revised 7/15/16
Revised 5/19/10
Revised 12/7/09