

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <b>POLICE AUXILIARY PROGRAM</b>	<b>Procedure:</b> General Order 7.4.1 CALEA 45.3.1	<b>Total Pages:</b> 3
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 12/6/17  ( ) <b>New</b> (X) <b>Amended</b> ( ) <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department to utilize civilians in an auxiliary role to perform law enforcement related community service functions. These individuals serve in a support role, are non-sworn personnel, and have no authority to make a full custody arrest.

**II. PURPOSE**

This written order establishes guidelines for the police auxiliary programs.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

It shall be the responsibility of all employees and volunteers to comply with this directive.

**V. AUXILIARY POSITIONS**

A. PUBLIC SAFETY OFFICER (PSO): The PSO's assist in routine, day to day public safety services including, but not limited to:

1. Parking enforcement;
2. City Hall security;
3. Vehicle maintenance functions;
4. Police Desk Relief; and
5. Other non-enforcement related police functions.

B. POLICE CHAPLAINS: Police Chaplains are members of the local clergy that volunteer to assist the department during times of departmental or individual crisis. They provide ministerial services to both members of the department and to citizens in the community who, due to difficult circumstances, may have need. Duties of Police Chaplains may include:

1. Assisting Departmental personnel in the delivery of death notifications;
2. Providing confidential personal and spiritual support and

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counseling; and/or

3. Other ministerial services when deemed appropriate.

C. VOLUNTEERS IN POLICE SERVICE (VIPS): VIPS are individuals who volunteer to assist the Department in routine law enforcement services. VIP duties include:

1. Data entry;
2. Follow-up phone calls;
3. Maintaining and updating premise contact information; and
4. Assisting at special events by helping serve food and/or refreshments.

D. POLICE RANGERS: The Police Ranger Program is for individuals under the age of twenty-one (21) years of age. The goal of the Police Ranger program is to encourage young people between the age of 16 and 20 years of age to become Florence Police Officers, through exposure to a variety of police experiences. (NOTE: If an individual is selected to serve as a Police Ranger prior to their 21<sup>st</sup> birthday, they will be permitted to participate as a Police Ranger until they turn 22 years of age.)

Minimum Qualifications:

1. Be at least 16, and no more than 21 years of age.
2. Be a full-time high school student, a full or part-time college student and maintain a "C" or better average, or be a part-time or full-time employee of a business;
3. Possess a valid driver's license;
4. Have a sincere interest in law enforcement;
5. Be neat in appearance and well groomed;
6. Have a parent's or legal guardian's written consent to join the Ranger Program, if under the age of 18; and
7. All Ranger Applicants must complete a physical agility test as prescribed by A.P.O.S.T. for Officers: 22 pushups in one minute, 25 sit-ups in one minute, and complete a one and one half mile run in 15 minutes and 28 seconds or less.

Duties and responsibilities of Police Rangers include:

1. Traffic direction at special events;
2. Other assistance as required at special events, or other emergencies;
3. Police Rangers may also ride along with patrol officers and observe.

**VI. GENERAL PROVISIONS**

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- A. NON-SWORN – Auxiliary personnel are non-sworn officers, with no authority to make a full custodial arrest.
- B. EQUIPMENT: Some auxiliaries, depending upon their role, may be issued police radios.

**VII. AUXILIARY TRAINING**

Auxiliaries will receive training appropriate to the duties to which they are to be assigned. The training will be administered as determined by the Training Coordinator, and appropriate for the duties anticipated.

**VIII. AUXILIARY UNIFORMS**

- A. All uniforms worn by auxiliary units will clearly distinguish them from sworn law enforcement officers.
  - 1. POLICE CHAPLAINS – Are issued a polo style shirt with the Police seal on the front chest. The color of the polo-style shirt will be of a different color from what sworn officers can wear in accordance with this department’s Uniform and Policy, General Order 19.4.3, to distinguish between sworn personnel and non-sworn personnel. Chaplains will not be issued any additional equipment.
  - 2. PSO’s – Are issued white uniform shirts with the Police seal on the chest. These uniforms distinguish them as civilian personnel.
  - 3. VIPS – Are issued white uniform shirts with the Florence Police seal on the chest. These uniforms distinguish them as civilian personnel.
  - 4. POLICE RANGERS – Are issued light blue shirts which distinguish them as civilian personnel.
  - 5. AUXILIARY VEHICLES – The vehicles assigned to auxiliary personnel will be marked and equipped differently than patrol vehicles in order to distinguish them from regular patrol cars.