

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



VOLUME: 2

CHAPTER: 10

OF PAGES: 11

SUBJECT: AUXILIARY POLICE PROGRAM

EFFECTIVE DATE:

September 23, 2020

ACCREDITATION STANDARDS:

2.6.2

BY THE ORDER OF:

Chief Giacomo Sacca

BY AUTHORITY OF:

Police Director Earl J. Graves

SUPERSEDES ORDER #:

PURPOSE The purpose of this general order is to maintain the Elizabeth Police Department's procedures relating to the Elizabeth Police auxiliary.

POLICY It is the policy of the Elizabeth Police Department to utilize auxiliary police officers to achieve its training mission in preparation for a disaster or local emergency and not to supplant regular sworn police personnel in accordance with procedures set forth in this general order.

The auxiliary police officer program is under direct supervision of the Chief of Police only during a properly declared state of local emergency, disaster, and during periods of bona fide training in preparation for such occurrence, as approved by the city council in cooperation with the mayor and city emergency management coordinator.

PROCEDURES

I. PURPOSE AND AUTHORITY

- A. In cooperation with the New Jersey State Police Office of Emergency Management the City of Elizabeth Office of Emergency Management, the Elizabeth Police Department and pursuant to appropriate resolutions of the City Council, the City of Elizabeth, County of Union, has an auxiliary police program.
- B. The Elizabeth Auxiliary Police Unit shall be used as prescribed by N.J.S.A. App.A:9 (National Defense Title), Executive Order No. 101, (12/17/80), Directive No. 28, Directive No. 30 and all information bulletins and regulations and executive orders promulgated pursuant to the authority of law by the Governor of the State of New Jersey in furtherance of the emergency management organization of the State of New Jersey

II. DEFINITIONS

- A. Disaster shall mean any unusual incident resulting from natural or unnatural causes which endangers the health, safety or resources of the residents of one or more municipalities of the state, and which is or may become too large in scope or unusual in type to be handled in its entirety by regular municipal operating services.
- B. Emergency shall mean and include disaster and war emergency as defined above in this section.
- C. Emergency management coordinator is a person, appointed by the Mayor, who is responsible for the planning, activating, coordinating, and the conduct of emergency management operations within the City of Elizabeth.
- D. Local disaster emergency shall mean and include any disaster or imminence thereof, resulting from the natural or unnatural causes other than enemy attack and limited to the extent that action by the Governor under the *Civilian Defense and Disaster Control Act* (App.A:9-33 et seq.).
- E. Local emergency management council is a group of not more than fifteen (15) members, appointed by the Mayor, that shall assist the City of Elizabeth in establishing local volunteer agencies needed to meet the requirements of all local emergency management activities in accordance with rules and regulations established by the Governor in pursuance of the provisions of App.A:9-33 et seq.
- F. Police advisory committee is an adjunct of the New Jersey State Association of Chiefs of Police that helps to develop curriculum for the basic auxiliary police officer training program.
- G. Training mission shall mean any duty assignment or on the job training authorized by the Chief of Police that is necessary so that the auxiliary police will be adequately trained and qualified to render proper service in the event of an emergency and for the general protection of the community.
- H. War emergency shall mean and include any disaster occurring anywhere within the state as the result of enemy attack or the imminent danger thereof.

III. GENERAL

- A. All members of the Auxiliary Police Unit must be residents of and maintain residence in the City of Elizabeth. Exceptions will be considered on a case-by-case basis and only when:
1. There is no auxiliary police program in the municipality in which the applicant resides; and
 2. The applicant's residence is not more than two (2) miles from the nearest corporate borders of the City of Elizabeth; and
 3. Upon approval of the Chief of Police.
- B. Applications, and requests for exceptions noted above, must be submitted through the Chief of Police, accompanied with written justification (in the case of a request for exception).
- C. Qualifications for membership in the City of Elizabeth Police Auxiliary are:
1. Applicants must be a citizen of the United States, resident of the City of Elizabeth or live within two miles of the city borders.
 2. Be between the ages of 18 and 65 years of age.
 3. Able to read, write and speak the English language.
 4. Be of good moral character and physically qualified to perform the duties assigned.
 5. Possess a current and valid New Jersey driver's license.
 6. Pass a criminal background check.
 7. Be able to speak and understand the English language.
 8. Pass a physical examination and drug screening by the police department's physician.
 9. Complete the required basic auxiliary police training course.
 10. Appointed personnel must be registered as a member of the local emergency management organization and must take a loyalty oath.
- D. Applications for appointment to the Police Auxiliary shall be made on a form prescribed by the Chief of Police.
- E. All auxiliary police applicants shall be fingerprinted and subject to a background investigation, including, but not limited to:
1. Verification of qualifying credentials;
 2. A review of any criminal record;

3. A review of applicant's driving record (if vehicle operation is required);
 4. Verification of at least three personal references;
 5. A check of the NJ Domestic Violence Registry;
 6. A check of the NJSP Central Drug Registry.
- F. Background investigation files shall be maintained by the Chief of Police or his/her designee and disposed of only in accordance with criteria established by the New Jersey Bureau of Records Management (BRM).
- G. Auxiliary police applicants being considered for appointment and following a conditional offer of appointment are required to obtain a medical release by a physician licensed to practice medicine in the State of New Jersey.
- H. The Mayor and City Council make appointments upon recommendation by the Chief of Police. The Chief of Police shall certify the eligibility and qualifications of all applicants, in writing, to the Mayor and City Council prior to appointment.
- I. All auxiliary police officers are required to successfully complete a basic training course for auxiliary police as prescribed by the Police Advisory Committee prior to taking an oath of office. Retired regular police officers having retired in good standing and having a valid PTC certification are exempt from taking a basic training course for auxiliary police officers.
- J. Before assuming the duties of their office, all auxiliary police officers shall take and subscribe to the oaths required by N.J.S.A. 41: 1-1, et seq. The original executed oaths shall be filed with the City Clerk. Copies shall be forwarded to:
1. The auxiliary police officer taking the oath;
 2. The Chief of Police;
 3. If not a City of Elizabeth resident, to the clerk of the municipality in which the auxiliary officer(s) reside(s).
- K. Upon appointment, the Chief of Police or his/her designee must issue the auxiliary police officer an identification card.
1. Auxiliary police officers must be in possession of this identification card at all times while on duty;
 2. Auxiliary police officers must promptly report any lost, stolen, or damaged identification cards to the Chief of Police through the chain of command;
 3. Auxiliary police officers may be held financially responsible for any replacement costs;
 4. Auxiliary police officers must surrender their identification card upon separation from the City of Elizabeth Auxiliary Police.

- L. Auxiliary police officers in good faith carrying out and complying with, or attempting to comply with rules and regulations made and promulgated, or performing any authorized service shall have and possess all the rights, privileges and immunities conferred upon civilian defense volunteers by the laws of this state.
- M. Auxiliary police personnel are not regular sworn police officers. NJSA App. A:9-45 states that auxiliary police shall have the powers of a regular police officer only during a declared emergency, disaster, or an assigned training mission.
 - 1. Regular police officers, regardless of rank or assignment, shall not abdicate their authority to an auxiliary police officer.
 - 2. Auxiliary police officers, regardless of rank or assignment, shall obey the instructions of any regular police officer except as otherwise provided in the Elizabeth Police Department rules and regulations.
- N. The Chief of Police or his/her designee shall approve all auxiliary police assignments.
- O. Auxiliary police officers are covered by state and federal statutes for compensation insurance in case of death or personal injury only when on duty during a declared emergency, disaster, or assigned training mission.
- P. Auxiliary police officers shall be provided with public liability protection equal to that provided to regular police officers.
- Q. Auxiliary police officers are prohibited from using their identification card, badge, or affiliation with the Elizabeth Police Auxiliary Unit or the City of Elizabeth for any financial gain, advantage, or other unethical purpose.
- R. No remuneration shall be paid to any member of the Auxiliary Police Unit for the performance of their duties, nor shall any auxiliary police officer receive remuneration for the performance of their duties.
- S. Auxiliary police officers are not authorized to carry and use firearms, but may be authorized to carry and use less lethal weapons. Officers demonstrate proficiency with less lethal weapons with the same frequency as regular police officers.
- T. **UNDER NO CIRCUMSTANCES** shall an auxiliary police officer initiate or participate in any motor vehicle pursuit or high-speed response.
 - 1. A high-speed response is any call response that exceeds the posted speed limit.
 - 2. Auxiliary police officers are permitted to utilize a City of Elizabeth vehicle only when assigned during a declared emergency, disaster, or training mission and with the approval of the desk lieutenant or designee.
 - 3. Auxiliary police officers are not authorized to utilize emergency lights or siren when driving to any fixed post assignment.

- U. The following list is representative of the functions, which may be proper and appropriate for assignment to the Auxiliary Police Unit. The list is not all-inclusive and other functions may be assigned at the discretion of the Chief of Police or designee.
1. Vehicular and pedestrian traffic direction and control;
 2. Assist the Elizabeth Police Department with motor vehicle crash investigations, as needed;
 3. Parking enforcement;
 4. Quality of life patrols;
 5. Waterfront patrols;
 6. Bicycle patrols;
 7. Crowd control;
 8. Special event security;
 9. Security of governmental buildings as directed;
 10. Security of essential industries, critical infrastructure, power sources, waterways, and communications;
 11. Assist in staffing and operating an emergency operations center;
 12. Community functions;
 13. Assist any agency outside the City of Elizabeth in time of its disaster or emergency, with the authorization of the Elizabeth Chief of Police;
 14. Assist the locating any disabled, endangered, or juvenile missing person within the City of Elizabeth;
 15. Disseminate information and instruction to the public as directed.
 16. Satisfactory documentation of all assigned tasks initiated or completed, and reporting unusual incidents encountered during assigned duty.
- V. The Police Auxiliary Unit shall be included in this agency's organizational chart and are subordinate to the supervisor or shift commander to whom assigned.
- W. Auxiliary police officers shall report for duty in the uniform of the day as established by this department's uniform policy or the Chief of Police.
1. Auxiliary police officers shall wear a patch clearly identifying them as an auxiliary police officer.
 2. Auxiliary police officer badges shall clearly indicate their status as auxiliary police officers.

3. Any coats or outerwear worn over the uniform must also have the auxiliary officer patch displayed.

IV. DUTY PROCEDURES

- A. The City of Elizabeth shall provide auxiliary police officers with a uniform. This uniform will be the property of the City of Elizabeth and must be returned at time of termination or resignation from the organization. The specific uniform worn will be outlined in the organization bylaws.
- B. Auxiliary police officers shall document all tasks initiated or completed and shall report any and all incidents encountered during their tours of duty as necessary.
- C. Auxiliary police officers shall be issued an ID number, which shall be used on all documentation, electronic or paper.
- D. Auxiliary police officers must comply with all rules and regulations of the City of Elizabeth Police Department, those established for the Auxiliary Police Unit and applicable written directives as prescribed by the Chief of Police.
- E. Before assuming their assignment(s), each auxiliary police officer shall report to the duty with the radio room sergeant and be logged into the CAD system.
- F. All members are to log in to PowerDMS at the beginning and end of their shift from the training room computer in police headquarters.
- G. The training division commander (TDC) will provide via PowerDMS, a list of open auxiliary assignments that may be selected for completion of the monthly 8-hour service. TDC will also assign the directed patrol assignments for auxiliary units based upon departmental needs via PowerDMS.
- H. Auxiliary police units must follow all directed patrol assignments, unless cleared by the TDC.
- I. Once on-duty whether for disasters, emergencies or training missions, they can be given assignments utilizing existing CAD codes to account for their duty time. Upon completion of their tour of duty, they shall report to the duty desk lieutenant and dropped from the CAD system.

V. TRAINING

- A. The content of any training programs for the Auxiliary Police Unit is the responsibility of the Chief of Police in coordination with the Emergency Management Coordinator.
 1. Every auxiliary police officer must participate in a minimum of eight (8) hours of training per month.
 2. The following will be included in the required training hours:
 - a. Meetings;
 - b. Regular patrol;

- c. Any voluntary administrative duty approved by the Auxiliary Police Coordinator or the Chief of Police;
 - d. Weapons qualification and proficiency training.
 - 3. Training topics may include but, are not limited to:
 - a. Ethics training;
 - b. Unlawful harassment in the workplace;
 - c. Hazardous material awareness;
 - d. Right to know;
 - e. Bloodborne pathogens;
 - f. First Aid / CPR / AED;
 - g. Other topics mandated by the Chief of Police.
 - 4. Auxiliary police officers failing to maintain their required monthly hours will be in violation of this general order and may be subject to disciplinary action.
- B. All training time must be documented listing the topic(s), time spent, and the results of any examinations, if applicable.
- C. Annually, the auxiliary police liaison shall submit to the State Director of Emergency Management, through the Chief of Police, the names and addresses of current auxiliary police officers and an outline of the proposed training program. The proposed training program can be broken down into four (4), three (3) month quarters.
- D. At the completion of each quarter of training, the auxiliary police liaison or designee shall cause a report indicating the length and nature of the training actually conducted and a list of auxiliary police officers who have successfully completed the program.
 - 1. Those officers who did not participate or meet minimum requirements shall also be listed.
 - 2. The report shall be submitted through the Chief of Police to the State Director of Emergency Management.
 - 3. Any auxiliary police officer who does not successfully meet minimum training requirements at the completion of a three-month period shall be advised and given an opportunity to makeup the training during the next three-month period. If officers do not make significant progress in fulfilling the minimum requirements during this period, they shall be suspended from the program for up to one year.

- E. Auxiliary police officers who because of illness or other extraordinary circumstances are unable to comply with these training and service requirements may submit a request for a leave of absence to the Chief of Police.
- F. Auxiliary police officers who resign, are on a leave of absence, or who are suspended for a period of one year or more, shall at the discretion of the State Director of Emergency Management, be required to successfully complete the basic training course or other refresher courses before being reinstated as an active member.

VI. ORGANIZATIONAL STRUCTURE

- A. The Chief of Police shall appoint all auxiliary police officers. The officers of the auxiliary police shall consist of one chief, one captain, one lieutenant, and two sergeants, all of whom shall be active members of the auxiliary police organization at the time of their appointment.
 - 1. Chief – The Chief is the highest commanding officer with direct control over all auxiliary police members within his/her command.
 - a. He/she is responsible for the direction and control of the personnel under his/her command to assure the proper performance of duties and adherence to established rules, regulations, and procedures.
 - b. He/she shall be responsible for the punctual attendance of all personnel within his/her command.
 - c. He/she is also responsible for the morale and discipline within his/her command.
 - d. He/she is responsible for communication of information through the chain of command as required.
 - e. He/she is responsible for the proper use and maintenance of the organization equipment, supplies, and material used.
 - f. He/she will insure that all members under his/her command have knowledge of the equipment.
 - g. He/she will make sure that all the members under his/her command wear the organization's uniform at the time the uniform is required.
 - 2. Captain – The captain is the second in command and will assist with the duties of chief. He/she will coordinate all work details between the lieutenant and the auxiliary officers. The captain will compile and certify, in the form of a yearly written report, all activities performed by the auxiliary police on a yearly basis and forward the report to the police department liaison, as well as any monthly reports required.
 - 3. Lieutenant – The lieutenant is the third in command and will be responsible for conducting operations of the auxiliary police in the absence of the captain.

- a. He/she is responsible for proper assignments of duty and the performance of those under his/her command.
 - b. Make sure all members are signing in and out of PowerDMS.
 - c. Will direct and oversee the activities and functions of the auxiliary police sergeants and give guidance when necessary.
 - d. Will perform evaluations of auxiliary police officers and their performance and forward the report to the auxiliary police captain.
 - e. Report any disciplinary problems under his command to the auxiliary police captain
4. Sergeant – The sergeants will be assigned to a squad. The organization consists of two sergeants. The senior sergeant will be known as the first sergeant.
- a. The first sergeant will act as lieutenant in his/her absence and shall perform his/her duties.
 - b. Active members can only be appointed to the rank of sergeant after completing the basic auxiliary police course.
 - c. Will direct and oversee the activities and functions of the auxiliary police officers and give guidance when necessary.
5. Auxiliary police officer – The auxiliary police officer shall complete a tour of duty as assigned by his/her supervisor(s).
- a. He/she shall perform a minimum of 8 hours per month.
 - b. He/she will follow all departmental policies and procedures, and rules and regulations of the organization.
6. Police liaison – The police liaison is the commander of the Elizabeth Police Training Division assigned by the Chief of Police. The liaison is responsible for the operations of the Elizabeth Police auxiliary. Responsible for appointing a training officer to see that all the auxiliary officers are properly trained. The liaison has the authority to suspend or expel any members of the organization for just cause. He/she has the responsibility of coordinating auxiliary resources and ordering needed equipment.

VII. EXPULSION OR SUSPENSION OF AUXILIARY POLICE MEMBERS

- A. Auxiliary police personnel can be suspended or expelled for the following reasons:
 - 1. Failure to obey a lawful order of a regular police officer;
 - 2. Negligent or willfully improper conduct in his/her duties;

3. Violation of the provisions of this general order or any other applicable ordinance or statute, or any rule or department regulation shall constitute grounds for suspension and/or expulsion from the organization.
- B. If the Elizabeth Police Department's liaison, auxiliary police captain, or any regular police officer has reason to believe that there are grounds for expulsion or suspension of any member of the organization for any reason established in subsection VII.A (above), he/she shall prepare a written statement of the charges against such a member. If such charges are made by a line officer, other than the liaison or auxiliary police captain, they shall submit the written charges to the police liaison.
 - C. The auxiliary chief shall fix a date, time, and place when such charges against the member shall be heard and served upon that member in written copy. At that meeting, the auxiliary chief and liaison will hear the charges made against such member by the line officer making such charges.
 - D. If any member is suspended from the organization, such member may appeal such suspension to the Elizabeth Chief of Police. Such appeal shall be made by giving notice to the Elizabeth Police Department auxiliary liaison within 10 days after notice of suspension is given to such member. The Elizabeth Chief of Police shall hear the matter and may affirm such suspension if he/she finds the member guilty. If he/she finds the member guilty, but believes the penalty imposed to be unduly severe, he/she may reduce such penalty. If he/she finds the member not guilty, he/she shall forthwith reinstate him/her as an active member of the organization.