

145510

POLICE DEPARTMENT CITY OF NEW YORK

AUXILIARY POLICE SECTION

AUXILIARY POLICE GUIDE



145510

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DEDICATION

This guide is dedicated to the many men and women of the largest and finest Auxiliary Police Organization in the United States. They are commended for their willingness to serve their community and Police Department.



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1. The New York State Defense Emergency Act requires cities to recruit, equip and train volunteers to be Auxiliary Police Officers who will act as an adjunct to the regular Police Departments in the event of a Civil Defense emergency or natural disaster.
2. His Honor, Mayor John V. Lindsay, signed Executive Order #51, on September 11, 1967. In that order, the Police Department was charged with full responsibility for the City's Auxiliary Police Program. Executive Order #38 of August 29, 1975 continued this responsibility.
3. In order to carry out the functions and responsibilities assigned to the Police Department by the Mayor, the Police Commissioner shall have cognizance and control of the organization, government, administration, disposition, training and discipline of the Auxiliary Police.
4. The police superior designated by the Police Commissioner as the Commanding Officer, Auxiliary Forces Section, shall be responsible for the administration and operation of the Auxiliary Police Program. In order to insure that the Department has sufficient numbers of trained Auxiliary Police Officers, capable of acting as an effective adjunct to the Department in the event of a Civil Defense emergency or natural disaster, the Commanding Officer, Auxiliary Forces Section, shall:
 - a. Carry out a program of recruitment
 - b. Receive, interview, screen and process enrollment applications;
 - c. Establish and maintain proper records, files and statistics;
 - d. Develop necessary forms and procedures to properly administer the program;
 - e. Develop a training program and establish training schools;

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- f. Issue the necessary orders, memos and directives to implement the program;
 - g. Investigate allegations of misconduct or recommendation for awards, and take appropriate action;
 - h. Issue and control I.D. cards, shields and any other credentials or equipment that may be obtained for the Auxiliary Police;
 - i. Other management and supervisory steps in order to properly administer the Auxiliary Police program.
5. It has been recognized by Civil Defense planners that the magnitude of destruction and disruption of normal life will be so great following an enemy attack, that regular forces, numerically predicted for use in peacetime, will, in the event of a Civil Defense emergency, need additional manpower. It is, therefore, the purpose of the Auxiliary Police to train volunteers in police work, in order that they may be able to mobilize in the event of a Civil Defense emergency, and act as an effective adjunct to the regular force.
6. In addition to fulfilling obligations under the law, the volunteer program aids in the Department's community relations program, the objective of which, is to emphasize the mutual interdependence of the Police Department and the community at large in the maintenance of law and order and in the prevention of crime. Membership in the Auxiliary Police affords citizens the opportunity to study police work, learn police objectives and goals, and thereafter assist the Department in its efforts to police the City of New York. The program will develop mutual respect and understanding between the police and the people they serve, promote an atmosphere conducive to greater public cooperation and as a consequence, lead to greater police effectiveness.
7. The Auxiliary Police, like the regular force, is a quasi-military force. Its members will be supervised by officers of the regular police force as well as superiors within the Auxiliary Police. Whenever the circumstances require the services of

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both the Auxiliary Police and the regular force, the member of the regular force present at the scene will assume command until the arrival of a superior officer of the regular force. Members of the Auxiliary Police, regardless of their rank, will under no circumstances give or attempt to give orders or instructions to any member of the regular force.

8. Auxiliary Policemen, while training, are not peace officers or police officers, and do not possess any powers above or beyond those of the private citizen. In the event of a Civil Defense emergency, however, legislation exists which enables the Police Commissioner to confer peace officer status upon Auxiliary Policemen. On August 14, 1951 the City Council passed Resolution #433, reading in part -

"Resolved, That the City Council pursuant to section one hundred five of the State Defense Emergency Act confers upon members of the New York City Auxiliary Police the power to act as peace officers, provided however, that such members of the auxiliary police shall exercise such powers only during periods while such members are actually performing duty officially prescribed or ordered by the Police Commissioner of the City of New York and then only while displaying insignia of their authority."

ADDITIONAL DATA

Auxiliary Police have only a very limited authority as peace officers; pursuant to Section 2.20 of the Criminal Procedure Law, "...during a period of attack or imminent attack by enemy forces..." or "...during official drills...", as specified in Section 2.10 (26). (Eff. 8/8/83, Ch. 969, L. 1983)



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1. The Auxiliary Police is organized into the following units of command:
 - A. Patrol Borough Unit
 - B. Patrol Division Unit
 - C. Patrol Precinct Unit
 - D. Emergency Service Borough Unit
 - E. Emergency Service Precinct Unit
 - F. Headquarters Unit
 - G. Special Task Force
 - H. Harbor Unit
 - I. Highway Unit

2. The territorial jurisdiction of the Auxiliary Police units are as follows:
 - A. Patrol and Emergency Service Borough Units - shall include the geographical boundaries coextensive with those of a Police Patrol Borough command.
 - B. Patrol Division Units - shall include the geographical boundaries coextensive with those of a Police Patrol Division command.
 - C. Patrol and Emergency Service Precinct Units - shall include the geographical boundaries coextensive with those of a Police Patrol Precinct command.

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- D. Headquarters - encompasses all units of the Auxiliary Police and is citywide in scope and territorial jurisdiction.
 - E. Special Task Force - citywide in scope and territorial jurisdiction.
3. The functions of the various Auxiliary Police Units shall include the following:
- A. Headquarters Section - assist the Commanding Officer, Auxiliary Forces Section with the planning and administration of the Auxiliary Police Program, and supervise the Headquarters Section Units.
 - 1. Headquarters Staff Unit - perform statistical, clerical and administrative duties.
 - 2. Inspection Unit - inspection of Auxiliary Police precinct commands, under direction of the Commanding Officer, Auxiliary Police Headquarters Section.
 - 3. Communications Unit - relay reports from field units indicating a need for police service to the Police Communications Division.
 - 4. Special Projects and Public Relations Unit - seek wide exposure of the Auxiliary Police Program through the television, radio and news media.
 - 5. Recruitment and Retention Unit - visit precinct Auxiliary Police commands to explore methods of recruitment and carry out such programs, and put into practice a system of follow-up procedures directed toward the retention of those recruited.

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6. Training Unit - coordinate Basic Training and Basic Management Courses, apprise precinct units of special training courses, such as CPR and RMP, provide training materials for on-going in-service training.
 - B. Patrol Borough Unit - perform such duties and assignments as may be directed by the Police Commissioner, Chief of Patrol, Borough Commander, and the Commanding Officer, Auxiliary Forces Section.
 - C. Patrol Division Unit - perform such duties and assignments as may be directed by the Police Commissioner, Chief of Patrol, Borough Commander, Division Commander, the Commanding Officer, Auxiliary Forces Section, and the Auxiliary Police Borough Commander.
 - D. Patrol Precinct Unit - perform such duties and assignments as may be directed by the Police Commissioner, Chief of Patrol, Borough, Division and Precinct Commanders, the Commanding Officer, Auxiliary Forces Section, and the Auxiliary Police Borough and Division Commanders.
 - E. Emergency Service Division - perform their duties as an auxiliary arm of the Emergency Service District under the direction of the Police Commissioner, Chief of Patrol, the Commanding Officer, Special Operations Division, and the Commanding Officer, Auxiliary Forces Section.



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- F. Emergency Service Precinct Unit - perform their duties as an auxiliary arm of the Emergency Service District under the direction of the Police Commissioner, Chief of Patrol, Borough Commander, Division Commander, Precinct Commander, the Commanding Officer, Emergency Service District, the Commanding Officer, Auxiliary Forces Section, and the Auxiliary Emergency Service Borough Commander.
- G. Special Task Force -
1. Provide for security at the Auxiliary Forces Section Headquarters;
 2. Conduct Recruitment Drives;
 3. Perform administrative duties and special assignments as directed by the Commanding Officer, Auxiliary Forces Section.
- H. Harbor Unit - perform duty as an auxiliary arm of the Harbor Unit under the direction of the Police Commissioner, Chief of Patrol, Borough Commander, Division Commander, the Commanding Officer, Harbor Unit, and the Commanding Officer, Auxiliary Forces Section.
- I. Highway Unit - perform duty as an auxiliary arm of the Highway Unit under the direction of the Police Commissioner, Chief of Patrol, Borough Commander, Division Commander, the Commanding Officer, Highway Unit, and the Commanding Officer, Auxiliary Forces Section.



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4. Police Commanding Officers concerned are responsible for proper supervision of Auxiliary Police Units within their respective jurisdiction. They shall extend every cooperation to the Commanding Officer, Auxiliary Forces Section, in the operation and administration of the Auxiliary Police Program.

5. To assist the Police Department with the administration and supervision of the Auxiliary Police Program, there is established the following volunteer rank and table of organization:

A. Order of Rank

Auxiliary Inspector
Auxiliary Deputy Inspector
Auxiliary Captain
Auxiliary Lieutenant
Auxiliary Sergeant
Auxiliary Police Officer

B. Table of organization

1. Headquarters Section

- a. Staff Unit
One Auxiliary Inspector
Clerical Personnel
- b. Public Relations Unit
One Auxiliary Inspector
Clerical Personnel
- c. Recruitment and Retention Unit
One Auxiliary Deputy Inspector
Retention Personnel

2. Patrol Borough Unit

One Auxiliary Inspector - Commanding Officer
One Auxiliary Deputy Inspector - Executive Officer
One Auxiliary Captain
Clerical Personnel

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3. Patrol Division

One Auxiliary Deputy Inspector -
Commanding Officer
One Auxiliary Captain - Executive
Officer
Clerical Personnel

4. Patrol Precinct Unit

One Auxiliary Captain - Commanding
Officer
One Auxiliary Lieutenant - Executive
Officer
One Auxiliary Sergeant - Personnel
Officer

Supervisors of Patrol:

Aux. Pol. Off.	Aux. Sgt.	Aux. Lieut.
5-10	1	0
11-19	2	1
20-29	3	1
30-39	4	2
40-49	5	3

5. Emergency Service Division

One Auxiliary Deputy Inspector -
Commanding Officer
One Auxiliary Captain - Executive
Officer
One Auxiliary Lieutenant - Personnel
Officer
Clerical Personnel

6. Emergency Service Precinct Unit

One Auxiliary Captain - Commanding
Officer
One Auxiliary Lieutenant - Executive
Officer
One Auxiliary Sergeant for each five (5)
Auxiliary Emergency Service Patrolmen.



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7. Special Task Force

One Auxiliary Inspector - Commanding Officer
One Auxiliary Deputy Inspector - Executive Officer
One Auxiliary Captain - Personnel Officer
One Auxiliary Captain - Patrol Duties
Four Auxiliary Lieutenants - Supervise Unit Duties

8. Harbor Unit

One Auxiliary Inspector - Commanding Officer
One Auxiliary Deputy Inspector - Executive Officer
One Auxiliary Captain per District
One Auxiliary Lieutenant per District

9. Highway Unit

One Auxiliary Deputy Inspector - Commanding Officer
One Auxiliary Captain - Executive Officer
One Auxiliary Lieutenant per District

10. Mounted Contingents

Attached to Central Park Precinct, 45 Precinct and 123 Precinct
One Auxiliary Deputy Inspector - Commanding Officer
One Auxiliary Captain - per contingent
One Auxiliary Lieutenant - per contingent

The above rank quotas established in the Table of Organization may not be exceeded, except with permission of the Commanding Officer, Auxiliary Forces Section, in special cases.

6. The duties of volunteers designated as Auxiliary Police superiors shall be to assist the regular Department in the proper supervision and

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administration of their respective units. Duties include:

- A. Responsible for the discipline of Auxiliary Police Officers
- B. Assist with Unit administration
- C. Supervise performance of Auxiliary Police Officers
- D. Other such duties as may be directed by competent Police authority.

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Procedure 3-1



MEMBERSHIP QUALIFICATIONS AND SCREENING PROCEDURE

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PURPOSE

To ascertain if an auxiliary police applicant meets the basic qualifications for entry into the Auxiliary Police program.

PROCEDURE

When a person desires to join the Auxiliary Police program, the Precinct Coordinator will conduct a preliminary interview at which time he/she will

1. Ascertain if the applicant meets the following requirements:
 - a. At least 17 years of age
 - b. Live or work in New York City
 - c. Good health
 - d. Physically fit
 - e. Able to read and write English
 - f. Has never been convicted of a felony or has a previous arrest record that would prevent acceptance
 - g. ~~Citizen of the United States, or has filed a Declaration of Intent to become a citizen~~

SEE BELOW ↓

NOTE

Applicants 61 years of age or older and those with minor physical impairments or disabilities may apply for membership. Acceptance in the status of Administrative Duty Only is based upon the needs of the unit for such personnel. The Commanding Officer, Auxiliary Police Section, after review of pertinent data, will designate the type of duty to which they may be assigned.

2. Inform the applicant of the purpose of the Auxiliary Police program and the role of an Auxiliary Police Officer.

NOTE

The following points must be stressed:

- a. Volunteer nature of the program (non-salaried position)
- b. Members do not possess peace or police officer powers.
- c. If approved for membership, applicant is expected to perform at least 24 hours of duty per quarter, and at least 96 hours per year.
- d. The first year of service is a period of probation during which the member will be observed and evaluated to determine his/her fitness to be in the program. A poor evaluation can result in membership being terminated.

- "g. Citizen of the United States, or a permanent resident, or possess a Valid Visa issued by the Immigration and Naturalization Service."

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PROCEDURE No. 3-2

ENROLLMENT PROCEDURE

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PURPOSE

To interview, enroll, and process auxiliary police applicants

PROCEDURE

When an applicant meets the basic qualifications for entrance into the Auxiliary Police Program, the auxiliary police unit coordinator will conduct an in-depth interview with the applicant and insure that the necessary forms are properly prepared and processed.

PREPARATION OF FORMS

1. PARENTAL CONSENT FORM (AFS #1A) TYPED - must be completed if the applicant has not reached his/her 18th birthday. Form will be either:
 - signed by parent/guardian in the precinct coordinator's presence
 - OR
 - signed by parent/guardian, notarized, and delivered to the precinct coordinator.
2. ENROLLMENT FORM AFS #1 paper copy TYPED - prepared and signed by the applicant and precinct coordinator, filed at applicant's assigned command, and used as reference to type the AFS #1 (hard copy) -- see next section.
3. ENROLLMENT FORM AFS #1 hard copy TYPED - signed by applicant and the precinct coordinator. All captions must be verified by the precinct coordinator. Captions will NOT be left blank -- "N/A" (not applicable) will be entered where appropriate.

A. Verification of Data

Documentation of data will be submitted and verified by the precinct coordinator

DATA (caption)

Suggested means of verification

Address

Utility bill/ personal visit



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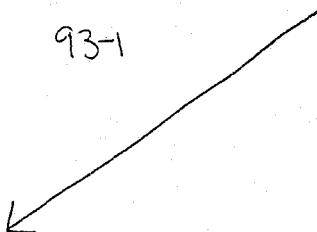
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<u>DATA (caption)</u>	<u>Suggested means of verification</u>
Telephone #	Return call
Place of Birth	Birth Certificate
Birth Certificate #	Birth Certificate
Voter's Reg. #	Voter's registration card
Naturalization Cert. # (if naturalized citizen)	Naturalization certificate
Declaration of Intent #	Declaration of intent
(if filed intent to become a citizen)	Rev. 93-1
Other Proof (of citizenship status)	U.S. Passport or valid Vis-
Education	School Diploma
SS #	Social Security Card
Driver's License #	Driver's license
Pistol Lic #/Type	Pistol license
Draft Status	Draft card
Type Discharge	DD 214
Military Branch	DD 214

Verification
 Alien Registration CARD

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DATA
 Alien Registration # & digits preceded by the letter A

Note:
 If "Other Proof" is a VISA, during JULY EACH YEAR, the precinct coordinator will PERSONALLY check the VISA of the member to verify that it has not expired.

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B. Confidential Investigations

The following situations will require the precinct coordinator to conduct an investigation and submit a report to the Commanding Officer, Auxiliary Forces Section. The report will include details, interviews and statement from coordinator recommending approval/disapproval of enrollee's application. Documentations will also be attached (for example, court transcripts, letters from doctors, etc.)

- Military discharges (other than honorable)
- Physical defects/impairments
- A "Yes" answer to "Ever Summoned (except traffic) or arrested?" In this situation preliminary investigation will be conducted at the time of enrollment. The applicant will be required to:
 - submit, in his/her handwriting a statement explaining the details of the incident/s;



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ENROLLMENT PROCEDURE

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- obtain a court transcript of the final disposition

An in-depth investigation will be conducted by the coordinator after the F.B.I. and Ident. Sect. record checks are completed.

NOTE

The above list is not all inclusive. The C.O., Aux. Police Sect. may direct that further investigation of an applicant be conducted if necessary.

ADDITIONAL DATA

Situations such as conviction for a serious crime, current participation in a drug addiction treatment program, serious physical impairment, or obvious lack of aptitude to effectively participate in the Auxiliary Police program are sufficient grounds for disapproval of an applicant. In such instances, the applicant will not be enrolled.

4. FINGERPRINT FORMS

- A. F.B.I. - Applicant Form (FD 258) - 1 copy
- B. Non-Criminal Fingerprint Record (PD 423-144) - 1 copy

All captions will be TYPEWRITTEN. Signatures entered as required.

5. FINGERPRINT SEARCH REQUEST - APS #38

3x5 card (orange) - 1 copy typed
Card will be stapled, face up, to the rear of the fingerprint form (PD 423-144).

6. CONTROL CARD - APS #2

3x5 card - 3 copies typed

7. MACHINE-TYPE PHOTOS

Two are required.
Applicant's name and command will be entered on the rear of the photo. One will then be stapled to the rear of the APS #1 (hard copy) at the upper left hand corner.
One copy retained at command.



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8. BASIC TRAINING COURSE ROSTER - APS #4

5 copies - TYPEWRITTEN

Check "Initial Report" for the initial package.

Check "Final Report" for the final package.

Complete appropriate captions for initial and final reports.

Students' names must be in alphabetical order, LAST NAME FIRST.

9. TYPE RECORD CARD - APS #35

TYPEWRITTEN



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PROCESSING OF ENROLLMENT PACKAGE - INITIAL/FINAL

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INITIAL PACKAGE - must be completed and submitted in PERSON by the precinct coordinator to the Auxiliary Police Section by the 4th class of the Basic Training Course.

Do NOT hold up the enrollment package for the lack of some information. Deliver the entire package so that the recruits' fingerprint cards and uniform vouchers may be processed on time. Any missing information should be forwarded as soon as possible to the Auxiliary Police Section, to the attention of the Enrollment/Clerical Unit, with the applicant's command and Basic Training Course number.

The initial package consists of the following forms, ALL TYPEWRITTEN:

- A. 1 - APS #1 (Enrollment Card), hard copy, to the Auxiliary Police Section
1 - APS #1, paper copy, retained at command
- B. 1 - APS #1A (Parental Consent Form) - if applicant is under 18 years of age
- C. 2 - current passport size photos
1 - to APS, stapled to the rear, upper left hand corner of APS #1
1 - retained at command, stapled to APS #1
- D. 3 - APS #2 (3x5 card)
2 - to A.P.S., affixed by paper clip to the front, upper left hand corner of the APS #1 (hard copy). A.P.S. will forward one copy to the boro coordinator
1 - retained at the command
- E. 5 - APS #4 (Basic Training Course Roster), delivered to A.P.S. for distribution:
2 - retained at A.P.S.
1 - sent to borough coordinator
1 - sent to Identification Section
1 - returned to command



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PROCESSING OF ENROLLMENT PACKAGE - INITIAL/FINAL

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- F. 1-F.B.I. Fingerprint form
- G. 1-NYPD Non-Criminal Fingerprint Record (PD423-144).
Type due date on top, right corner (6 weeks after date that initial package is delivered to A.P.S.)
- H. 1-APS #38 - stapled to the rear, top center, of the NYPD fingerprint card, face up.
- I. 1-APS #35 Service Record (Time Card)

NOTE

I.D. numbers will be issued to precinct coordinators at A.P.S. Previous enrollees or members will retain their original I.D. number.

FINAL PACKAGE - after the student has successfully passed the final academic exam, the self-defense and field training, he/she is qualified for membership in the program.

Within 5 days after completion of the course, forward the following forms to the borough liaison concerned at A.P.S.:

- A. 1-APS #6 - for each student
- B. 1-Certificate of Accomplishment - for each student
- C. 1-Scholastic Achievement - for the student with the highest grade
- D. 2-APS #4 - marked, "Final Report"
- E. 2-APS #5

NOTE

Staple one copy of each APS #4 to a copy of APS #5.

- F. 1-Self-Defense Testing form for each student
- G. 1-State form DCJS 2005, alphabetized and typed. Only include those members who have passed BOTH the academic and self-defense tests.



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ACTIVE PARTICIPATION

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1. Membership and Active Status in the Auxiliary Police begins on the date that the applicant is issued a shield.
2. In order to retain an "Active Status", members must perform eight (8) hours per month. However, if a member does not participate eight (8) hours in a month due to unforeseen circumstances, that member will be given an opportunity during that quarter year to fulfill the minimum requirement of twenty-four (24) hours.
3. If a member has no hours in a three (3) month period, he/she will be contacted by the unit's coordinator. The coordinator will interview the member and make him/her aware that unless he/she meets the minimum standards set forth in paragraph #1 within the next calendar quarter, he/she will be dropped from the rolls.

NOTE:

This will allow a member a six (6) month period to conform with minimum standards.

ADDITIONAL
DATA

A normal tour of active duty shall consist of four (4) hours duration. The Commanding Officer, Auxiliary Forces Section, or Precinct Commanding Officers, may, however, in certain cases or for special details, authorize a tour of more than four hours.



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PROCEDURE No. 3-5

TIME ACCREDITED TO AUXILIARY POLICE MEMBERS

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PURPOSE

To insure the equity and integrity of the procedures by which Auxiliary Police members are accredited with time for duty performed.

PROCEDURE

1. Auxiliary personnel reporting for duty shall enter only the actual time on the A.F.S. #10 when he arrives at and leaves his command.
2. There is no travel time, only actual class time, credited to members who are attending the following training courses:
 - a. Basic Management
 - b. Rescue
 - c. C.P.R.
 - d. Driver Training
 - e. Mounted Training
3. When members are assigned to parades, special events, details, etc., that are not within their permanent command, and it is deemed impractical for those members to sign both in and out of their permanent command, the following shall apply:
 - a. When member is required to report directly for duty outside of his permanent command he will be credited with the following (reporting) travelling time:
 1. forty-five (45) minutes if within the Borough, or
 2. one hour and fifteen (1:15) minutes if outside the Borough.
 - b. When member reports directly outside of permanent command, upon dismissal the following shall apply:
 1. If member has completed a four (4) hour tour (exclusive of travelling time) he shall be accredited with an additional forty-five (45) minutes travelling time within the Borough or one hour and fifteen (1:15) minutes if outside the Borough.

(e.g. take the :45 minutes travel time up front and in the back and total this with the four (4) hours performed for a grand total of 5 1/4 hours.)



AUXILIARY GUIDE

PROCEDURE No. 3-5

TIME ACCREDITED TO AUXILIARY POLICE MEMBERS			
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2. If member has not completed a four (4) hour tour he may return to his permanent command to sign out or subtract the balance of the incompleted four (4) hour tour from his travel time which would have been credited if the tour were completed.

(e.g. A 19th Precinct A.P.O. starts his tour at 1900 hours at the Central Park Precinct. At 2215 hours he is dismissed. He doesn't go back to his command but ends his tour at C.P.P. Take the :45 minutes travel time up front and add it to the 3:15 performed to give him 4 hours.)

- c. When member signs in at his permanent command and is subsequently assigned outside of permanent command and cannot return to permanent command within a four (4) hour tour, he shall be accredited with travel time as outlined in above subdivisions B (1) and (2).



AUXILIARY GUIDE

PROCEEDING NO. 3-6

HOURLY PERFORMANCE BY AUXILIARY POLICE SUPERVISORS

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1. The quality and quantity of Auxiliary Police performance is largely dependent upon highly inspired and dedicated Auxiliary Police supervisors who are in a unique position to provide leadership and direction to other Auxiliary Police members.
2. It is difficult for a supervisory officer to require increased hourly performance from a subordinate unless the supervisor fully participates in the program. He/she should perform a minimum number of hours each fiscal year; the hours should be equally distributed throughout the year.
3. Therefore, Auxiliary Police supervisory officers should perform the following minimum number of hours annually:
Sergeants - 126 hours
Lieutenants - 160 hours
Captains and above - 200 hours
4. Yearly time performance by Auxiliary Police supervisory officers shall be considered in the preparation of semi-annual evaluation reports under the category "dependability." Those officers not performing the required minimum number of hours may be reduced in rank.



AUXILIARY GUIDE

FORM # 3-7

LEAVE OF ABSENCE

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PURPOSE

To allow members, for personal reasons, to temporarily become inactive in the program. They may request a leave of absence not to exceed twelve (12) months.

AUXILIARY MEMBER

1. Member shall return his/her shield and identification card to Unit Coordinator.

UNIT COORDINATOR

2. Prepare in triplicate forms A.F.S. #19 (Receipt for A.P. Shield and I.D. Card) and A.F.S. #34 (Personnel Data Change).

3. Endorse both forms and hand deliver ALL copies to Borough Coordinator with shield and I.D. card.

NOTE BOROUGH COORDINATOR

4. Sign both forms and give one (1) copy of each to Unit Coordinator as his receipt.

5. Hand deliver the remaining two (2) copies of each form with the shield and I.D. card to A.F.S.

A.F.S. MEMBER

6. Sign both forms showing receipt for the shield and I.D. card. Keep the original copy with the shield and I.D. card and give the other copy to the Borough Coordinator as his receipt.

7. Safeguard shield and I.D. Card.

ADDITIONAL DATA

Form A.F.S. #34 will not be used to return members to duty at the completion of a leave of absence. Such members are automatically returned to duty when the leave expires.

"C.O.
APS

#8. Give final approval or disapproval to the recommendation of the Unit Coordinator."

92-1



ANNUAL UNIFORM ALLOWANCE GUIDELINES

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PURPOSE

To compensate qualified members for the maintenance of their uniforms.

TO QUALIFY THE MEMBER MUST:

1. have been in the program for the entire fiscal year, e.g. July 1, 1986 to June 30, 1987
2. have performed 126 hours or more
3. have performed time in at least eight (8) months.

NOTE

A hardship occasioned by a medical emergency resulting in a leave of absence may be grieved in writing to Commanding Officer, Auxiliary Forces Section. This procedure relates to subdivision (3) above. No other exceptions are permitted.

AUXILIARY GUIDE

PROCEDURE No. 3-9



ADMINISTRATIVE DUTY ONLY

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1. The following persons shall be classified "Administrative Only".
 - a. Any active member who has suffered an accident or illness, and, in the opinion of the Commanding Officer, Auxiliary Forces Section, can only perform administrative duty.
 - b. Any active member who does not attend the annual Baton and Use of Force training.

These members will be designated "Administrative Duty Only" and will not be permitted to perform patrol duty until they make up that session.
 - c. A new member who does not attend the self defense training in the Basic Training Course, or who, due to age or physical impairment, would jeopardize the safety of any person.
2. Each coordinator will maintain an annual Baton and Use of Force training folder, in which will be filed:
 - a. A.F.S. #10's (Roll Calls) indicating those members who have attended the self defense training and;
 - b. lists prepared during January of each year, of those members who did not take the required training during the previous year.
3. It is the responsibility of each coordinator to personally inform each member classified "Administrative Duty Only" that he/she cannot perform patrol duty.



AUXILIARY GUIDE

PROCEDURE No

3-9

ADMINISTRATIVE DUTY ONLY

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4. Members designated "Administrative Duty Only" are authorized to perform non-patrol duties, such as:
 - a. Clerical duty
 - b. Base station radio dispatcher
 - c. Base station assistant
 - d. Telephone switchboard duty
 - e. Other duties not related to patrol
5. Under no circumstances will personnel designated as "Administrative Duty Only" be assigned to patrol duty.
6. Since "Administrative Duty Only" personnel are not trained in self-defense, they are not authorized to travel in uniform to and from the station house or place of assignment.

#7. The acceptance of new applicants for Administrative Duty Only is based upon the needs of the unit for such personnel.

Related Procedure: Aux Guide Procedure 3-1
(membership qualifications and screening procedure)



AUXILIARY GUIDE

PROCEED. # 10.

3-10

REQUEST FOR AUXILIARY POLICE RECOGNITION

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PURPOSE

To process requests for Auxiliary Police recognition

DEFINITIONS

An Auxiliary Commanding Officer may recommend, through the Precinct Coordinator, members of the Auxiliary Police for recognition in the following grades in descending order of importance:

Award of Valor

Awarded to individuals who have performed an outstanding act at great personal risk.

Commendation

Awarded for an outstanding act, such as the saving of human life, good arrests, or providing information which led to good arrests.

Award of Merit

Awarded for actions above and beyond routine, which reflect intelligence and alertness on the part of the member and bring credit to the Auxiliary Police and the Department.

Unit Citation

Awarded to a Unit for a mass action above and beyond routine, which renders a community service.

500 Hour Service Award

Awarded to members for 500 hours of faithful and satisfactory service.

Letter of Recognition

A letter of personal recognition for circumstances not falling within the awards described above.

PROCEDURE

Whenever a member of the Auxiliary Police performs an act worthy of recognition:

REQUESTING MEMBER

1. Prepare three (3) copies of Recognition Request (A.F.S. #28). Complete all captions.



AUXILIARY GUIDE

PROCEDURE NO.

3-10

REQUEST FOR AUXILIARY POLICE RECOGNITION

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2. Deliver completed forms to Auxiliary Commanding Officer within twenty (20) days after incident.

NOTE

Each request for departmental recognition may include details of ONLY one (1) accomplishment.

PCT. COORD. &
AUXILIARY
COMMANDING
OFFICER OF
REQUESTING
MEMBER

3. Review request to determine validity.
4. Conduct investigation including:
 - a. checking department records
 - b. interviewing witnesses (in person or by telephone)
 - c. interviewing members concerned
5. Endorse and forward two (2) copies (A.F.S. #28 to the Borough Coordinator and file the 3rd copy in the unit file.

NOTE

To request a Unit Citation

- a. A majority of the unit must have performed outstanding duty as a group. (Fifty one % or more)
- b. The names of all members concerned shall be included on the A.F.S. #28 (use reverse side of the form).
- c. Three (3) copies of the A.F.S. #28 will be prepared and distributed as per step 5 above.

BOROUGH
COORDINATOR

6. Endorse and forward both copies to the Borough Awards Committee.

BOROUGH AUX.
POLICE AWARDS
COMMITTEE

7. Review and complete necessary endorsements on the Recognition Request form (A.F.S. #28).

NOTE

The Auxiliary Police Borough Commanding Officer will ensure that all assigned Recognition Requests have been reviewed and all information has been completed and submit them to the Borough Coordinator.

BOROUGH
COORDINATOR

8. Retain one (1) copy at the borough office and forward one (1) copy to the Commanding Officer,



AUXILIARY GUIDE

FORM NO. 3-13 3-10

REQUEST FOR AUXILIARY POLICE RECOGNITION

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Auxiliary Forces Section, marked Attention: Awards.

NOTE

Borough Coordinators shall ensure that their Awards Committees promptly review Recognition Requests assigned, and submit them to the Commanding Officer, Auxiliary Forces Section by the 15th of each month.

COMMANDING OFFICER, AUXILIARY FORCES SECTION

9. Will have the final determination in all awards.
10. Will publish an appropriate Auxiliary Police Order containing the names and awards issued to Auxiliary Police members.

ADDITIONAL DATA

The Auxiliary Police Awards Committee will consist of the Auxiliary Police Borough Commanding Officer and two (2) Auxiliary Police Deputy Inspectors from the borough office. The Committee shall be comprised of THREE (3) members. If an Auxiliary Deputy Inspector is not available an Auxiliary Captain from the A.P. Borough office may be assigned.

A breast bar is horizontally centered $\frac{1}{4}$ inch above the center of the shield.

Additional breast bars are worn with $\frac{1}{4}$ inch space between each bar, in order of importance. (Higher awards above lower ones)

When a member is granted additional awards of the SAME TYPE, he/she must wear ONE breast bar with the appropriate number, indicating the number of awards granted, imprinted thereon. For example,

- A. Un-numbered Award of Merit Bar indicates ONE Award of Merit.
- B. Award of Merit Bar with the number "1" imprinted thereon indicates TWO Awards of Merit.
- C. Award of Merit Bar with the number "2" imprinted thereon indicates THREE Awards of Merit.

The United States Flag Emblem, not exceeding one (1) inch square, may be worn $\frac{1}{4}$ inch above the center of the shield or breast bars.

No other medal, emblem or decoration may be worn, except with the approval of the Commanding Officer, Auxiliary Forces Section.



AUXILIARY GUIDE

Procedure No. 3-11

PROMOTIONS

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1. Promotions are made by the Commanding Officer, Auxiliary Police Section. Recommendations within the guidelines of this procedure will be accepted and given consideration.
2. TRAINING - Members recommended for promotion to auxiliary sergeant must have successfully completed the Basic Management Course within three (3) years of such recommendation.
3. AGE - A member under the age of twenty-one years who has completed two (2) years of service following the date that he/she was approved and qualified for membership on orders, has shown himself/herself to be a mature individual with leadership qualities, and has successfully completed the Basic Management Course, may be recommended for promotion by his/her auxiliary commander. Paragraph #6, "Comments", on form APS #24, must include justification for the promotion in view of such member's age.
4. VACANCY - Prior to preparing a recommendation for promotion, Proc. 2-1, page 5, par. 5B, subd. 1 through 10, of this manual must be consulted to assure that the recommended promotion falls within the allowable quota.
5. RECOMMENDATIONS - First consideration for promotion will be given to members of the unit concerned, and from the next subordinate rank.
 - a. Recommendation for promotion to auxiliary SERGEANT or LIEUTENANT will be made by the auxiliary commanding officer of the unit after conferring with and approval by the unit coordinator. Form APS #24 (RECOMMENDATION FOR PROMOTION TO AUX. SGT. OR LIEUT.) will be used. When the form is completed, the auxiliary commander will attach the two most recent evaluation reports for the member and submit the forms to the unit's coordinator for endorsement and forwarding to the Auxiliary Police Section through channels.

AUXILIARY POLICE SECTION



AUXILIARY GUIDE

PROCEDURE No. 3-11

PROMOTIONS

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b. Recommendations for promotion to auxiliary CAPTAIN and above, or for designating a member as "in-command", will be made by the Police Commanding Officer concerned, on form APS #24A (RECOMMENDATION FOR PROMOTION TO AUX. CAPT. AND ABOVE OR A/SGT/LT-IN-COMMAND). The two most recent evaluation reports for the member must be attached to the APS #24A. When the form is completed at the precinct level, it will be forwarded to the patrol borough coordinator for endorsement by the Borough Auxiliary Police Program Supervisor, and then forwarded to the Auxiliary Police Section. When the form is prepared at the patrol borough level, it will be forwarded to the Auxiliary Police Section direct.

NOTE: It is suggested that prior to being considered for the rank of auxiliary captain in a precinct unit, a member should be recommended for designation as lieutenant-in-command. After a reasonable period of time, during which the member's performance should be carefully observed, the member could then be recommended for promotion to auxiliary captain.

6. PROCESSING OF PRECINCT RECOMMENDATIONS AT THE BOROUGH LEVEL -
Personnel whose positions are listed on form APS #24 under the caption, "ENDORSEMENTS", will indicate their recommendation by checking the appropriate captioned box, "APPROVED", or "DISAPPROVED." In the event disapproval is recommended, the person making such recommendation must attach a report which justifies such recommendation. After all endorsements are made, the borough coordinator will forward the form to the Auxiliary Police Section. In cases pertaining to the Auxiliary Emergency Services, the A.P.S. Coordinator will present the form to the A.E.S. Zone Supervisor concerned for endorsement.
7. BOARD OF REVIEW -
 - a. A Promotion Board of Review will be held at the Auxiliary Police Section. It will consist of the Commanding Officer, Auxiliary Police Section, and/or police superior officers of A.P.S., and designated Auxiliary Police superior officers. The Board of Review will meet at frequent intervals.

AUXILIARY POLICE SECTION



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PROCEDURE No. 3-11

PROMOTIONS

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NOTE: Notifications to appear before the Board of Review will be made by the Auxiliary Police Section directly to the member concerned. Therefore, it is important that the telephone numbers listed on line 2 of the promotion form be the member's current phone numbers.

b. Members recommended for promotion to auxiliary sergeant may not be required to appear before a Board of Review.

8. APPROVED PROMOTIONS - Promotions that are approved will appear on Auxiliary Police Section Personnel Orders. Unit coordinators will inform the member of the approval and direct him/her to appear at the Auxiliary Police Section on the next shield night for exchange of member's shield and I.D. card.

9. PROBATION PERIOD - All promotions will be on a probationary status for a period of one year, during which time a negative evaluation may result in demotion or extension of the probationary period.

NOTE: Retention of rank will depend upon regular attendance, proper performance, loyalty and leadership qualities.

RELATED Basic Management Course, Proc. 9-3:
PROCEDURE

AUXILIARY GUIDE

PROCEDURE No. 3-12



AUXILIARY POLICE EVALUATIONS

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PURPOSE

To evaluate the job performance of all members of the Auxiliary Police, and to place responsibility for evaluation within the member's command.

PROCEDURE

Each Auxiliary Police Officer will be evaluated on form AFS #9 (EVALUATION REPORT - A.P.O.) and each Sgt. and above on form AFS #9A (EVALUATION REPORT - A/SGT. & ABOVE) by a supervisor of higher rank, designated by the auxiliary commander, and who has sufficient frequency of contact and observation of performance to properly evaluate the subordinate. Auxiliary commanders are evaluated by unit coordinator on form AFS #9B (EVALUATION REPORT - C.O.).

APO's are evaluated once each year for the period May through April, with the following exceptions:

- a. Members with under one year of service, which is a probationary period, will be evaluated at the end of their first five-month and first ten-month periods. A negative evaluation during the probationary period can result in termination. Subsequent evaluations will be for twelve month periods (May through April).
- b. Members with over one year of service who receive a negative evaluation and remain in the program, will be automatically on probation for one year, and will be given follow-up evaluations at the end of three and six months following the negative evaluation. Failure to improve performance satisfactorily can result in termination.

Members with the rank of sergeant and above are evaluated twice each year, for the periods April through September, and October through March. During the first year following each promotion, which is a probationary period, a negative evaluation can result in demotion.

In addition to all of the above, an Interim evaluation can be prepared at any time deemed appropriate.



AUXILIARY GUIDE

PROCEDURE No. 3-12

AUXILIARY POLICE EVALUATIONS

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- RATER 1. Conduct a personal interview with the individual being rated, informing a member whose rating is below standards how to improve performance.
- RATEE 2. Complete captions for acceptance or disagreement with the evaluation, date and signature.
- RATER 3. Give ratee a copy of the evaluation.
4. Forward the form to the unit auxiliary commander for review and endorsement.
- AUXILIARY COMMANDER 5. Review evaluation, endorse, and forward to unit coordinator.
- NOTE If request for appeal is indicated, see Proc. 3-13.
- UNIT COORDINATOR 6. Review and endorse evaluation.
7. If the ratee's performance is satisfactory, file the report in ratee's folder in his/her unit.
8. Evaluate the unit auxiliary commander. Steps 1, 2 and 3 (above) then apply.
9. Present evaluation of aux. commander to the precinct commander for review and endorsement.
- NOTE At the borough level, the Aux. Police Program Supervisor may review and endorse the evaluation of the borough auxiliary commander.
10. Forward two copies of the evaluation of the aux. commander, and two copies of evaluations of any other member whose performance is below standards in any category, to the borough coordinator.
- BOROUGH COORDINATOR 11. Endorse evaluations received from precinct units.
12. Forward one copy of evaluations received from precinct units and one copy of the borough auxiliary commander's evaluation to the C.O., Auxiliary Forces Section.
- CO, AFS 13. Make final determination on evaluations received from borough coordinators.

AUXILIARY FORCES SECTION



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PROCEDURE NO. 3-12

AUXILIARY POLICE EVALUATIONS			
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ADDITIONAL DATA A recommendation for REDUCTION IN RANK can be made in one of the following ways:

A. After a member has been given fair warning, has been told what his/her deficiencies are, has been told what to do to correct those deficiencies, and has not done so, a complete report is required and must include the specific dates that the member was so informed, and exactly what the member was told on each occasion. It is suggested that immediately after each such personal interview, the rater prepare a dated memo describing what was told to the member. The memo will be valuable in preparing a recommendation for reduction in rank.

B. A member may be reduced in rank as a result of disciplinary charges as described in Aux. Guide Proc. 8-5.

Positive evaluations for all members may be removed from the personnel file at their unit and destroyed after two years, except that the final evaluation must be retained at the unit for future reference.

If member's below standards performance improves, resulting in positive evaluations, then the negative evaluation may be removed after two years and destroyed. If member's performance does not improve, or if action is taken as a result of a negative evaluation, such as a reduction in rank, then the negative evaluation must remain as part of his/her file. Final evaluations must be retained for future reference.

A formal evaluation must be used with the attitude that it is a positive training tool. It is used to show both strengths and weaknesses in an individual's performance. A combination of the written evaluation and a private review of the evaluation with the ratee should be used to improve the performance of the individual member, which then leads to improvement of the unit.

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PROCEDURE No. 3-12



AUXILIARY POLICE EVALUATIONS

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A recommendation of termination is to be taken very seriously, and must be justified in the evaluation. It requires that the evaluator show that the member's performance was extremely poor, the member was instructed on how to improve, was given an opportunity to improve, and did not do so.

In order to be of value, an evaluation must be fair and accurate. It affects not only the individual involved, but other members of the unit, all of whom are watching to see if good performance is recognized and poor performance corrected.

RELATED
PROCEDURE

Appeal of Evaluation - Proc. 3-13.



AUXILIARY GUIDE

PROCEDURE No. 3-13

APPEAL OF EVALUATION			
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- PURPOSE** To permit a member of the Auxiliary Police to appeal his/her evaluation.
- PROCEDURE** When a member wants to appeal a performance evaluation:
- RATER** 1. Inform auxiliary commanding officer.
- AUX. C.O.** 2. Schedule an interview with members concerned (rater and ratee.)
- NOTE** If the aux. commander is also the rating officer, a member of the borough aux. staff, above the rank of A/Capt., will schedule the interview and serve as the reviewer.
3. Attempt to resolve the appeal.
- RATEE** 4. If appeal is NOT RESOLVED by above review, submit a report on Typed Letterhead within ten days to the borough coordinator.
- BOROUGH COORDINATOR** 5. Review the matter by interviewing appropriate parties and examining pertinent records.
6. Report findings in triplicate, as follows:
- a. ORIGINAL - to reviewer who will inform rater and ratee of findings;
 - b. DUPLICATE - to member appealing;
 - c. TRIPLICATE - to Personnel Director, A.F.S., for inclusion in ratee's Personal Folder.
- NOTE** A member of the Auxiliary Police has the right to appeal the contents, recommendations or overall rating of his/her performance evaluation, if cause for appeal stems from:
- a. Factual error
 - b. Rater's misinterpretation of instructions
 - c. Bias or prejudice on the part of the rater
 - d. Evaluation is based upon OTHER THAN performance factors.



AUXILIARY GUIDE

FORM NO. 3-14

TRANSFERS

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1. Transfers of auxiliary members from one volunteer unit to another may be made in one of the following ways:
 - A. Upon application by the member concerned;
 - B. Upon request of the Precinct Commanding Officer concerned;
 - C. Upon direction of the Commanding Officer, Auxiliary Forces Section.

MEMBER CONCERNED

2. Request for transfer will be made on form AFS #34A (APPLICATION FOR TRANSFER), by the member concerned, and mailed directly to the Personnel Director, Auxiliary Forces Section. All captions on the top half of the form must be completed.

NOTE

All coordinators are responsible for having blanks of form AFS #34A readily available for any member requesting one.

PERSONNEL DIRECTOR

3. The Personnel Director will forward a copy of the application to the coordinator of the unit to which the member requests transfer.

PRECINCT COORDINATOR

4. The precinct coordinator will complete the first endorsement, and then forward the form to the Borough Coordinator.

BOROUGH COORDINATOR

5. Borough coordinators will complete the second endorsement, and then forward the form to the Personnel Director, Auxiliary Forces Section.

NOTE

If a precinct or borough coordinator recommends disapproval, a report on TYPED LETTERHEAD giving the reason for disapproval must be attached to the AFS #34A.

NOTE

The Commanding Officer, Auxiliary Forces Section, shall make the final approval or disapproval of all transfer requests. Transfers will be made effective on the first day of a month, and published as such on Personnel Orders. As a result, a member will appear on only one (1) AFS #36 (MONTHLY ROSTER) each month.

COORDINATOR OF NEW COMMAND

6. Upon receiving notification of approval of the transfer, the coordinator of the member's new command will notify the member. Duty can begin on the effective date of the transfer.

PERSONNEL DIRECTOR

7. If a transfer is disapproved, the Personnel Director will so notify the member.

AUXILIARY GUIDE

Procedure No. 3-15



DROPS, DISMISSALS OR RESIGNATIONS

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PURPOSE

To maintain an accurate roster of the Auxiliary Police Program by removing those members who are inactive or who wish to resign.

UNIT COORDINATOR

1. Prepare form APS #34 (Personnel Data Change) in triplicate. Form APS #19 (Receipt for Return of Shield and I.D. Card) will also be prepared, in triplicate, when member surrenders his/her shield and I.D. card.

NOTE

If the member has not returned his/her shield and identification card, the reason must be stated along with what specific efforts were made to contact the member, such as visits to member's residence, place of employment, etc. Coordinators must make a sincere effort to obtain the shield and I.D. card from each inactive member.

2. Endorse form(s) and hand deliver all copies to Borough Coordinator with shield and I.D. card, if applicable.

BOROUGH COORDINATOR

3. Sign form(s) and give one (1) copy of form(s) to Unit Coordinator as a receipt.
4. Hand deliver the remaining two (2) copies of form(s) to the Auxiliary Police Section, along with the shield and I.D. card if applicable.

A.P.S. MEMBER

5. Sign form(s), retain the original copy, and give one copy to the Borough Coordinator as a receipt.
6. Safeguard shield and I.D. card if returned.

C.O., A.P.S.

7. Give final approval or disapproval to the recommendation of the unit coordinator.

ADDITIONAL DATA

Continued membership in the Auxiliary Police depends upon obedience to orders, satisfactory performance of duty, good behavior and a willingness to meet the required standards.



AUXILIARY GUIDE

Procedure No. 3-15

DROPS, DISMISSALS OR RESIGNATIONS

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A member's service in the Auxiliary Police can be terminated by the Commanding Officer, Auxiliary Police Section, for any of the following reasons:

- a. Resignation;
- b. Honorable Discharge - termination of over ten years of honorable service;
- c. Dropped - failure to meet the required minimum standards, AND shield and I.D. card are returned;
- d. Dismissal - failure to meet the required minimum standards, AND shield and I.D. card are NOT returned, or are NOT officially reported lost or stolen;
- e. Dismissal - based on disciplinary charges.

AUXILIARY POLICE SECTION



AUXILIARY GUIDE

PROCEDURE No. 3-16

REINSTATEMENT OF FORMER AUXILIARY POLICE PERSONNEL

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
11/21/90	11/21/90	90-3	1 Of 1

PURPOSE

A former member of the Auxiliary Police requests to be reinstated.

1. In all cases, form A.F.S. #34 (Personnel Data Change) will be used.
2. If the member has been out of the program less than one (1) year, he/she must receive the annual self defense in-service training before resuming patrol duties.
3. If the member has been out of the program between one (1) and three (3) years, the F.B.I. fingerprint form must be submitted, and member must attend the following Basic Training Course sessions:
 - A. Class #9 - The Law of Arrest
 - B. Class #10 - Use of Physical and Deadly Physical Force by a Private Citizen
 - C. Three sessions of Self Defense Classes #12 - 14

NOTE

The instructor shall enter the member's name on the class roll call, and shall enter the dates and sign the appropriate caption(s) in the reinstatement portion of the A.F.S. #34 as verification that the required training was completed before the form is submitted to the Auxiliary Forces Section.

An AFS #34 is not used to end a leave of absence, or to restore a suspended member to duty.

4. If member has been out of the program more than three (3) years, a new A.F.S. #1 (Enrollment Card) must be prepared, including verification of residence, the F.B.I. fingerprint form must be submitted, and member must successfully complete the entire Basic Training Course again.
5. The Precinct Coordinator will confer with the Borough Liaison Officer to ascertain the dates and locations at which the required training is scheduled so that the member can be assigned to each specific class.
6. Reinstatement is effective on the date that such status is approved by the Commanding Officer, Auxiliary Forces Section, and the member is issued a shield.

AUXILIARY FORCES SECTION



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PROCEDURE NO.

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AUXILIARY POLICE TESTIMONY AT PUBLIC HEARINGS

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PROCEDURE

All requests for Auxiliary Police members to appear at legislative or administrative hearings concerning the official business of the Department shall be forwarded to the Commanding Officer, Auxiliary Forces Section for review. After appropriate review, these requests will be forwarded to the Police Commissioner who will designate an appropriate department spokesperson.



AUXILIARY GUIDE

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LINE OF DUTY INJURY - AUXILIARY POLICE PERSONNEL

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PURPOSE

To report and record line of duty injuries of Auxiliary Police personnel

DEFINITION

ON DUTY - from the time the auxiliary member signs in on the roll call - A.F.S. #10 - to the time he/she signs out. Injury must be reported IMMEDIATELY.

A.P. MEMBER INJURED WHILE ON DUTY

1. If the injury occurs within the station house:
 - a. Immediately notify the ranking auxiliary police supervisor present and the Precinct Coordinator.
 - b. If the Precinct Coordinator is off duty, the Precinct Desk Officer will be notified.
2. If the injury occurs while performing field duty:
 - a. If immediate medical attention is required, request an ambulance, police sector RMP and the auxiliary police patrol supervisor.
 - b. If immediate medical attention is not required:
 1. request the auxiliary police patrol supervisor to respond;
 2. Notify the precinct coordinator of the precinct of occurrence;
 3. If the coordinator is off duty, notify the Precinct Desk Officer.
3. Request witnesses to remain at the location.
4. Prepare in own handwriting, if possible, FIVE (5) copies of "Employee's Notice of Injury (Law Department Form W.C.D. 23)"

NOTE

If member is incapacitated, this form will be prepared by the Precinct Coordinator, precinct of occurrence.

A.P. SUPERVISOR

5. Ensure that all notifications are made immediately.



AUXILIARY GUIDE

PRECEDENCE

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LINE OF DUTY INJURY - AUXILIARY POLICE PERSONNEL			
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PCT. COORD.
OF PRECINCT
OF OCCURRENCE

6. Notify the Borough Coordinator and the Auxiliary Forces Section.
7. If member is not assigned to the precinct of occurrence, notify the member's Precinct Coordinator.
8. Ensure that an investigation is conducted, and that all of the following reports are prepared for forwarding to the Auxiliary Forces Section:
 - a. FIVE (5) copies of "Employee's Notice of Injury (W.C.D. 23)"
 - b. FIVE (5) copies of "Employer's Report of Injury (C-2)"
 - c. FIVE (5) copies of "Employer's Report of Injured Employee's Change in Employment Status Resulting From Injury (C-11)"
 - d. FIVE (5) copies of "Witness' Statement - Injury to Member of the Department (PD 429-065)"
 - e. ONE (1) copy of "Police Accident Report (MV 104 AN)" IF VEHICLE IS INVOLVED, or ONE (1) copy of the "Aided Report (PD 304-152)" in all other cases.

NOTE

When preparing these forms, enter the auxiliary member's permanent command and command's address in the caption "address".

- f. THREE (3) copies of the precinct command log transcript.
9. Forward all copies of all reports prepared as per paragraph #8 to the Auxiliary Forces Section WITHIN 10 DAYS.

ADDITIONAL
DATA

If the injured member is not assigned to the precinct of occurrence, the coordinator of the member's permanent command will cooperate with the coordinator of the precinct of occurrence to ensure that all required reports are forwarded to the Auxiliary Forces Section within 10 days.

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LINE OF DUTY INJURY - AUXILIARY POLICE PERSONNEL

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Medical bills relating to the line of duty injury received by the member will be forwarded by the member's coordinator to the Auxiliary Forces Section.

NOTE

Only original bills - NOT COPIES - will be forwarded.

RELATED PROCEDURE

Line of duty injury - A.P. Personnel (P.G. 106-25)



AUXILIARY GUIDE

PRECEDENCE NO.

3-19

AUXILIARY POLICE SHIELDS

DATE ISSUED

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In order to readily identify qualified Auxiliary Police personnel in good standing and on active status, the Department issues, through the Auxiliary Forces Section, a distinctive seven pointed metal shield. The shields for Auxiliary Police Officers and Sergeants bear an identification number. Those for commissioned officers are unnumbered.

USE OF SHIELD

The metal shield is issued to be worn as part of the regulation blue uniform while on duty, for identification purposes only. It does not carry with it any special peace officer or police officer powers; nor does it imply any special immunities or privileges. Members who use, or attempt to use the shield for any reasons other than that for which it was issued, can face disciplinary charges and possible dismissal from the Auxiliary Police. Unlawful use of the shield, such as presenting it to gain free access to public transportation, can result in arrest of the member.

PROCEDURE

To receive the shield, volunteers must make a \$5.00 deposit in either cash or a check, or money order made payable to the "Police Department, City of New York".

Upon his/her termination of service, or loss of active status for any reason, the shield must be returned to Precinct Coordinator. The Precinct Coordinator will then forward the shield accompanied by the properly completed forms, to the Auxiliary Forces Section.

When the shield has been returned, the member's deposit will be returned by mail through the Audits and Accounts Section of the New York City Police Department.

NOTE

It is imperative that the new Auxiliary Police Officer understands that he/she is only being loaned the shield, and is not buying it.

Members in the rank of Sgt & above on Dept. business, will be admitted to Police Hdqtrs without first going through the screening devices, upon display of their shield and I.D. card. The I.D. card must be worn at all times on the member's outer garment while inside Police Hdqtrs. (Dir. #7, s. 1988) Rev 89-

AUXILIARY GUIDE

Procedure 3-20



LOST, STOLEN OR RECOVERED AUXILIARY POLICE SHIELDS OR IDENTIFICATION CARDS

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Jan. 6, 1992	Jan. 6, 1992	92-1	1 of 1

PROCEDURE

Action taken concerning the loss, theft or recovery of Auxiliary Police shields or I.D. cards

AUXILIARY MEMBER

1. Report the loss or theft of credentials to the precinct of occurrence.
2. Notify his/her precinct coordinator without delay.

PRECINCT COORDINATOR

3. Verify that a COMPLAINT REPORT has been prepared.
4. Verify that the I.A.D. Action Desk was notified.
5. Verify that an alarm was transmitted, if the shield is numbered.
6. Prepare and forward a report on TYPED LETTERHEAD to the C.O., Auxiliary Police Section, including:
 - a. the circumstances surrounding the loss/theft;
 - b. the Log number and identity of the person notified at I.A.D.;
 - c. the COMPLAINT REPORT number and precinct of report;
 - d. the Alarm number, if appropriate;
 - e. a recommendation regarding disciplinary action.

NOTE:

Leaving a shield in an unattended motor vehicle is considered negligence.

ADDITIONAL DATA

Reports of lost or stolen credentials will be processed as per the lost and stolen property procedure. The station house clerk will enter, "Auxiliary Police Section" in the box captioned, "Additional Copies For", on the COMPLAINT REPORT.

Auxiliary Police shields coming into possession of the Department, if NOT required as evidence, will be forwarded with a report of the circumstances, to the C.O., Auxiliary Police Section. A PROPERTY CLERK'S INVOICE (PD 521-141) is not required in such cases.

RELATED PROCEDURE

Patrol Guide Procedure 118-13, p. 3

AUXILIARY POLICE SECTION



AUXILIARY GUIDE

PROCEDURE NO.

3-21

AUXILIARY POLICE ORDERS SYSTEM

DATE ISSUED

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PURPOSE

To disseminate procedure, instructions and information to auxiliary police commands

PROCEDURE

Upon receipt of an order issued by the Auxiliary Forces Section:

BOROUGH AUXILIARY POLICE COORDINATOR

1. Examine and comply with contents.
2. Ascertain that a sufficient number of copies for all commands have been received.
3. Request copies of missing orders from the Auxiliary Forces Section.
4. Distribute copies to all auxiliary police commands within assigned borough.

PRECINCT COORDINATOR

5. Examine and comply with contents.
6. Ascertain that a sufficient number of copies have been received.
7. Request copies of missing orders from Borough Coordinator.

BOROUGH & PRECINCT COORDINATOR

8. Ensure that all auxiliary police supervisors (Sergeant and above) initial each order within each binder, to indicate that they have read it and are aware of its contents.
9. Ensure that Auxiliary Police Officers are informed of all matters of interest and importance during roll call training and/or in-service training sessions.

TYPES OF ORDERS

DIRECTIVES

PURPOSE

To establish policy and describe procedures for the uniform operation and performance of the Auxiliary Police Program.

NOTE

A directive may only be amended or revoked by a subsequent directive.

PERSONNEL ORDER

PURPOSE

To announce appointments, assignments, promotions,



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AUXILIARY POLICE ORDERS SYSTEM

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transfers, suspensions, resignations, reinstatements, dismissals, deaths, leaves of absence, recognition, and dispositions of disciplinary action.

NOTE

Upon receipt of a Personnel Order, Auxiliary Police Coordinators will ensure that personnel records and files are updated accordingly.

BULLETIN

PURPOSE

To announce information of general interest to Auxiliary Police members.

TEMPORARY PROCEDURE ORDER

PURPOSE

To implement procedures or announce programs of a temporary nature.

NOTE

A Temporary Procedure Order expires on the "Inactive Date" which is indicated on the lower portion of the order.

TRAINING BULLETIN

PURPOSE

To train Auxiliary Police members in new or revised procedures, or to review matters of special importance. Also used to advise members of up-coming training courses.

NOTE

To be presented at roll call training or during scheduled in-service training cycles, if so specified.

ADDITIONAL DATA

When an Auxiliary Police Officer attends in-service training, the DATE and SUBJECT presented will be entered in the "REMARKS" section of the individual's DAILY TIME RECORD.

MAINTENANCE OF ORDERS

PURPOSE

To standardize the procedure for maintaining Auxiliary Forces Section Orders at auxiliary police commands.

PROCEDURE

Auxiliary Police Coordinators shall ensure that



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AUXILIARY POLICE ORDERS SYSTEM

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orders are maintained as follows:

1. Auxiliary Forces Section Directives, Personnel Orders, Temporary Procedure Orders, Bulletins and Training Bulletins are consecutively numbered, beginning with the number one (1) on January 1st of each year.
2. POSTING - Upon receipt of an A.F.S. Order, it shall be posted on the bulletin board for 30 days, or as otherwise indicated.
3. BINDERS - Orders will be placed in their respective binders with the lowest numbered order on the bottom.

NOTE

Auxiliary Police Supervisors must initial all orders in binders.

4. INDEX - An index will be maintained in the front of each binder.

NOTE

An index is not required for Personnel Orders.

The Index shall be headed:

<u>ORDER #</u>	<u>DATE (of publication)</u>	<u>SUBJECT</u>
----------------	------------------------------	----------------

5. AT THE END OF EACH YEAR:
 - A. The following orders shall be filed within each command until otherwise directed by the Commanding Officer, Auxiliary Forces Section:
 1. Directives
 2. Training Bulletins
 3. Personnel Orders
 - B. Unless otherwise indicated the following orders will be DESTROYED:
 1. Temporary Procedure Orders
 2. Bulletins

AUXILIARY FORCES SECTION



AUXILIARY GUIDE

FORM NO. 3-22

AUXILIARY GUIDE REVISIONS

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PURPOSE

To keep members cognizant of changes within the program.

PROCEDURE

Upon receipt of a revision issued by the Auxiliary Forces Section:

BOROUGH
AUXILIARY
POLICE
COORDINATOR

1. Ascertain that a sufficient number of copies for all commands have been received.
2. Distribute copies to all auxiliary police commands within assigned borough.
3. Update command's Auxiliary Guide as per revision.
4. Apprise all members within command, through roll call and in-service training of changes that effect them.

PRECINCT
COORDINATOR



AUXILIARY GUIDE

PROCEDURE No. 4-1

GENERAL REGULATIONS

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1. Members of the Auxiliary Police shall NOT possess or carry on their person a pistol or other firearm while on duty or any time while in Auxiliary Police uniform, irrespective of the possession of a pistol license. This restriction does not apply to those members who are listed under Section 1.20 of the Criminal Procedure Law as peace officers. They may carry their prescribed firearm in uniform, but it must be CONCEALED.
2. The authorized uniform for members of the Auxiliary Police will be worn only while performing assigned Auxiliary Police duties or travelling between member's residence and precinct or location of duty. However, members designated Administrative Duty Only may not travel in uniform.
3. Members of the Auxiliary Police may ride, for free, all M.T.A. buses and subways while in uniform when travelling between member's residence and precinct or location of duty. However, those members designated Administrative Duty Only may NOT travel in uniform.
4. Auxiliaries, regardless of rank, shall not perform any type of assignment in civilian clothes, without the permission of the Police Commissioner, Chief of Patrol or Commanding Officer, Auxiliary Forces Section.
5. No member of the Auxiliary Police shall visit a residence or place of business for the purpose of interviewing any person or conducting an investigation pertaining to crime or any matter necessitating police investigation.
6. In order to maintain integrity and present a professional image, Auxiliary Police personnel must abide by Auxiliary Police Rules and Regulations, and N.Y.S. and City Laws, and endeavor at all times, to bring credit upon the Auxiliary Police Program and the Police Department.
7. No member of the Auxiliary Police shall disclose or assist in or permit the disclosure of any information concerning the Auxiliary Police of any member thereof, and no member shall give out any information for publication or other public use without written permission of the Commanding Officer, Auxiliary Forces Section.
8. No member of the Auxiliary Police shall communicate in writing with any governmental agency, organization, association or individual concerning any crime, or other matter of police business or interest other than to a Commanding Officer of the regular police force.

AUXILIARY FORCES SECTION



AUXILIARY GUIDE

Procedure 4-1

GENERAL REGULATIONS

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9. Members of the Auxiliary Police are prohibited, under penalty of dismissal, from using their membership in the Auxiliary Police or the insignia of the same to further the political or commercial interests of themselves or another person.
10. Members are prohibited from soliciting or accepting funds of any kind for the Auxiliary Police program. A person desiring to offer a gift to this Department should be directed to send a letter of donation to the First Deputy Commissioner. (See Department Interim Order #87, dated 11-19-91, for details.)
11. No member may obtain information from any police source, including files or computers, for personal use by oneself or another, except in the performance of duty when so authorized.
12. Members of the Auxiliary Police shall not patronize an unlicensed premises where alcoholic beverages are sold illegally, or controlled substances are being used illegally.
13. Members of the Auxiliary Police shall not have any interest in or association with a premises engaged in illegal gambling operations, smoke shops, after-hours clubs or similar illegal activities.

PERFORMANCE ON DUTY

1. Perform all duties as directed by competent authority.
2. Take personal/coffee period in the station house, a bona fide restaurant or department vehicle.
3. Make accurate, concise entries in department records in chronological order, without delay, using black ink.
4. Sign department reports or forms with full first name, middle initial and surname.
5. Make corrections on department records by drawing an ink line through incorrect matter. Enter correction immediately above and initial change.
6. Use numerals when entering dates on department forms, e.g., 8/1/92.
7. Use abbreviation "Do" for ditto.
8. Answer telephone promptly, stating in a courteous manner, command, rank or title and surname.
9. Maintain department property issued or assigned for use in serviceable condition.



AUXILIARY GUIDE

PROCEEDING No. 4-1

GENERAL REGULATIONS

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PROHIBITED CONDUCT

1. Consuming intoxicants while in uniform.
2. Bringing or permitting an intoxicant to be brought into a department building, facility, booth, boat, or vehicle.
3. Entering premises serving intoxicants while on duty.
4. Carrying a package, umbrella, cane, etc., while in uniform, except in performance of duty.
5. Recommending use of particular business, professional or commercial service to anyone except when transacting personal affairs.
6. Steering business, professional or commercial persons to a prospective client requiring such services except when transacting personal affairs.
7. Consenting to payment by anyone to regain lost or stolen property or advising such payment.
8. Riding in any vehicle, other than a department vehicle to which assigned while on duty.
9. Using department logo.
10. Engaging in card games or other games of chance in a department facility.
11. Smoking in public view while in uniform.
12. Engaging in conduct prejudicial to good order, efficiency or discipline of the Police Department or the Auxiliary Police Program.
13. Divulging or discussing official Police Department business, except as authorized.
14. Rendering any service for private interest which interferes with proper performance of duty.
15. Possessing or displaying Auxiliary Police shield, identification card or similar object except as authorized by the Police Commissioner.



AUXILIARY GUIDE

PROCEDURE No. 4-1

GENERAL REGULATIONS

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COMPLIANCE WITH ORDERS

1. Obey lawful orders and instructions of supervising officers.
2. Be punctual when reporting for duty.
3. Keep department locker neat, clean and secured with combination lock (without identifying serial number) that conforms to Equipment Section specifications.
4. Affix Locker Sticker (misc. 1261) to assigned locker with rank, name and shield number of all members assigned to the locker.
5. No contraband, unauthorized equipment, or valuables will be stored in any department locker.
6. Department lockers may be inspected in connection with an official investigation. Permission from the member/s assigned is not needed.

PUBLIC CONTACT

1. Give name and shield number to anyone requesting them.
2. Be courteous and respectful.

COURTESIES

1. Tender and return hand salute as prescribed by U.S. Army regulations.
2. Salute:
 - A. Police Commissioner or Deputy Commissioners in civilian clothes.
 - B. Supervisory officer in uniform.
 - C. United States flag as it passes.
3. Salute flag when National Anthem is played. If flag is not visible, face band, etc., and salute.
4. Supervisory officers return salutes promptly.
5. Salute is not required at large assemblages except when addressed by or addressing supervisory officer. Salute not required if it interferes with police duty.
6. Remove hat and stand at attention in office of Police Commissioner, Deputy Commissioner or member above rank of Lieutenant.

AUXILIARY GUIDE

PROCEDURE No. 5-1



UNIFORMS AND EQUIPMENT GENERAL REGULATIONS

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UNIFORMS

1. Maintain at own expense articles prescribed for rank, position or duty.
2. Do not modify prescribed uniforms in any manner except as specifically authorized by higher authority.
3. Do not wear distinguishable items of the uniform with civilian clothes.
4. Do not wear uniform, shield or display identification cards while participating in a rally, demonstration or other public assemblage except as authorized by the Commanding Officer, Auxiliary Forces Section.
5. While performing duty wear the uniform of the day as specified by the Commanding Officer, Auxiliary Forces Section.
6. Seasonal uniform changes will be made as directed by the Commanding Officer, Auxiliary Forces Section.
7. Remove summer blouse while performing duty in uniform between June 1 and October 1, if desired.
8. Do not wear gloves or suspenders when summer blouse is removed.
9. Wear authorized breast bars at all times while in uniform.
10. Wear medals, and authorized insignia at department meetings, ceremonies and while marching in parades.
11. Do not wear earrings or other adornments, while performing duty in uniform.

SHIELDS NAMEPLATES I.D. CARDS

1. While in uniform, wear shield at all times on the outermost garment.
2. Wear nameplate $\frac{1}{2}$ inch below and centered under shield on outermost garment. (Do not wear nameplate on raincoat).



AUXILIARY GUIDE

PROCEDURE 5-1

UNIFORMS AND EQUIPMENT GENERAL REGULATIONS

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3. Display shield or ID card prominently on outermost garment when wearing civilian clothers in any department facility.
4. Present both shield and identification card when necessary to establish identification.



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PROCEDURE No.

5-2

REQUIRED EQUIPMENT

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All Auxiliary Police members performing patrol duty are required to carry or wear the following equipment, as appropriate:

1. Belt - Two (For equipment and trousers) black leather, $1\frac{1}{2}$ inches wide with gun-metal buckle. Equipment belt will cover the trouser belt and be worn firmly about the waist.
2. Memo Book Cover and Memo Book.
3. Regulation traffic whistle and belt whistle holder.
4. Pen and pencil holder with pen.
5. Baton - 24 to 26 inches in length, $1\frac{1}{2}$ inches in thickness, locust or hickory wood, with leather thong. It is mandatory during the hours of 1600 - 0800 and at all times when assigned to RMP duty. (It may be carried while in uniform going to and from your home), as per A.F.S. Directive #19, 1981.
6. Baton Holder. Baton must be kept in its holder unless needed. Exceptions, while patrolling on horseback, scooter, or in a R.M.P.
7. Reflective belt (1600-0800). Must be worn when directing traffic at night or during inclement weather.
8. Serviceable Flashlight - all tours.
9. Serviceable watch, properly set.
10. Nameplates, silver with black lettering for APO's and Gold for supervisory officers, $2\frac{1}{2}$ inches x $\frac{5}{8}$ inches. Nameplates shall be worn $\frac{1}{2}$ inch below and centered beneath the shield on all uniforms (outermost garment) with the exception of the raincoat).

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PROCEDURE No. 5-3



UNIFORMS

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UNIFORMS AND EQUIPMENT MUST CONFORM WITH
EQUIPMENT SECTION SAMPLES

AUXILIARY POLICE OFFICER

DUTY UNIFORM

REGULATION HAT Navy blue, black strap and chrome unnumbered cap device - Hat may be removed while in department vehicle on RMP duty, but must be worn squarely on head when not in vehicle.

SCOOTER COAT With Auxiliary Police arm patch affixed to right shoulder.

NAMEPLATE Worn on outermost garment, centered $\frac{1}{4}$ inch below shield (do not wear nameplate on raincoat). Nameplates for police officers are white metal; ranking officers will wear yellow metal.

SHIRT Blue, military type with Auxiliary Police arm patch affixed to right shoulder.

TIE Navy blue, break-away type.

TIE CLASP Regulation P.D.

BELT Black leather, $1\frac{1}{2}$ inches wide with gun-metal buckle.

DUTY TROUSERS Navy blue, dacron and rayon, with $\frac{1}{2}$ inch braid attached.

SHOES/SOCKS Black, plain, smooth leather, lace-type shoes with flat soles and raised rubber heels or black leather, lace type.

NOTE "Referee" style shoes, leather jogging shoes, sneakers, or shoes with visible lettering are prohibited.

COLLAR INSIGNIA Command on right and Auxiliary Police ~~Force~~ on left side. This shall be worn on outer garment by all ranks 93-1

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AUXILIARY FORCES SECTION



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PROCEDURE No. 5-3

UNIFORMS

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SERGEANT

Uniform is the same as required for Auxiliary Police Officer, EXCEPT:

REGULATION HAT Gilt (gold) cap device (without shield number) and gilt (gold) chin strap.

INSIGNIA OF RANK Three (3) pointed stripes, worn on sleeves of:
A. ALL shirts
B. Scooter coat

LIEUTENANT

Uniform is the same as required for Sergeant EXCEPT:

INSIGNIA OF RANK Gilt (gold) bar, worn on:
A. Shoulders of scooter coat
B. Shoulders of regulation blue shirt

CAPTAIN

Uniform is the same as required for Lieutenant, EXCEPT:

INSIGNIA OF RANK Two (2) gilt (gold) bars, worn in the same manner as Lieutenant's insignia.

DEPUTY INSPECTOR

Uniform is the same as required for Captain, EXCEPT:

INSIGNIA OF RANK Gilt (gold) oak leaf, to be worn in the same manner as Captain's insignia.

INSPECTOR

Uniform is same as required for Deputy Inspector, EXCEPT:

INSIGNIA OF RANK Gilt (gold) spread eagle.



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PROCEDURE No. 5-3

UNIFORMS

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AUXILIARY HIGHWAY UNIT

REGULATION HAT	Same as for Auxiliary Police Officer, except wire grommet is removed and visor is longer.
SAM BROWNE BELT	P.D. Regulation
COMMAND EMBLEM	Highway Patrol command emblem on left sleeve.
WINTER COAT	Black horsehide leather with shoulder straps, regulation gold buttons and removable liner. Worn with Sam Browne belt (without shoulder strap), and uniform shirt and tie.
SUMMER BLOUSE	Same as Auxiliary Police Officers, except fitted waist, worn with Sam Browne belt.

AUXILIARY EMERGENCY SERVICE FORCE

WINTER WORK COAT	Navy blue whipcord, thumb tip length, with lining, zipper and side vents. To be worn with uniform shirt and tie.
NOTE	The rest of the uniform is the same as Auxiliary Police Officers.

AUXILIARY HARBOR UNIT

	Same as Auxiliary Police Officers with the following exceptions:
FLOTATION JACKET	Must be worn at all times by members performing Harbor Patrol duty.

AUXILIARY MOUNTED UNIT

	Same as Auxiliary Police Officers with the following exceptions:
BLOUSED PANTS	(Jodphurs) Blue
HELMET	Required when riding, otherwise eight (8) pointed cap with gold band.
BOOTS	Black leather riding boots
BELT	Black Sam Browne



AUXILIARY GUIDE

FORM # 5-4

OPTIONAL UNIFORM ITEMS AND EQUIPMENT

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NAMEPLATE HOLDER	Black leather designed to affix shield and name
PROTECTIVE VEST	Meeting department specifications
SHIRT SHORT SLEEVE	Blue - may be worn by ALL Auxiliary members in place of long sleeve uniform shirt. Tie may NOT be worn with this shirt. Undershirt MUST NOT be exposed at collar. Not to be worn with the summer blouse.
SUMMER HAT	Navy blue, tropical worsted, with lightweight perforated frame, for all Auxiliary members ONLY during summer months.
EAR MUFFS	Black wool, head band type
TURTLE NECK INSERT	Navy blue, Auxiliary members performing patrol duty may wear this item ONLY with the scooter jacket during the winter season. When performing duty indoors, the insert will be removed to expose the uniform shirt and tie.
SHIRT LONG SLEEVE	Blue, tropical worsted. May be worn in place of regulation shirt by mounted and highway auxiliary members.
RAINCOAT	Raincoat and rain gear, regulation.
HANDCUFFS	Auxiliary members are permitted to possess handcuffs on or off duty as per section 10-147 subd.5 of Chapter One of the Administrative Code of the City of New York. Only handcuffs approved by the Equipment Section are authorized. They must be carried in a handcuff case. Belt loop handcuff holders are NOT authorized.
SUMMER BLOUSE	Navy blue with regulation gold buttons and shoulder straps: Worn with regulation uniform shirt and tie. Blouse may be altered by tailor, at wearer's discretion, to allow for vents along the side seams.
MULTI-SEASONAL DUTY JACKET	Navy blue with rain, spark and snag resistant nylon outershell, high visibility, self-sizing, winter liner, detachable for collar and hidden hood.
WHITE SHIRT LONG SLEEVE	May be worn by Auxiliary Lieutenants and above, under the summer blouse ONLY when marching in a parade or when appearing at a ceremony honoring members of the Auxiliary Police, such as a graduation or an award ceremony. Ceremonial Units may wear white shirt regardless of rank, under the summer blouse.

AUXILIARY FORCES SECTION



AUXILIARY GUIDE

PROCEDURE NO. 5-4

OPTIONAL UNIFORM ITEMS AND EQUIPMENT

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GLOVES

Grey Leather - may be worn with scooter coat or duty jacket except when impractical, when safety may be jeopardized or while in department vehicle.

White Cotton - may be worn by auxiliary members on traffic duty or at a ceremony honoring auxiliary members. NOT to be worn with scooter coat, duty jacket or while carrying baton, with the exception of traffic duty.

TROUSERS, SUMMER

Navy blue, lightweight, tropical worsted - may be worn by ALL auxiliary members.

TROUSERS, WINTER

Navy blue whip cord - may be worn by ALL auxiliary members

JACKET, EMERGENCY SERVICE

AUXILIARY EMERGENCY SERVICE FORCE

ONLY to be worn by members of the Auxiliary Emergency Service Force

CAP, UTILITY

Navy blue utility cap with a reduced-size version of the Auxiliary Emergency Service shoulder patch affixed to the front of the cap.

AUXILIARY MOUNTED UNIT

Memo Pouch

Mounted Baton

Laniard - to be worn only at ceremonies

CAP, DEVICE

A.P.O.'s may wear a numbered cap device which can be purchased from a private supplier. However, the letters "AP" must precede the numbers on the cap device. Rev. 89-1

"WHITE SHIRT WITH EPAULETTES

Auxiliary Captains and above may wear the white long or short sleeve uniform shirt with epaulettes with or without the summer blouse. A plain white shirt may be worn with the summer blouse. Auxiliary Police insignia must be worn on the left, and command insignia on the right sides of the collar on the outermost garment. Rank insignia must be worn on the shoulders of the outermost garment. When attending meetings, conferences, ceremonies, and similar events, long sleeve uniform shirt and tie and/or summer blouse, as appropriate, will be worn."

REV. 92-3



AUXILIARY GUIDE

OFFICE No. 6-1

AUXILIARY POLICE PRECINCT COORDINATOR'S DUTIES AND RESPONSIBILITIES

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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1. - Primary duty will be as an Auxiliary Police Coordinator.
2. - Schedule hours to conform to the patrol duty schedule of the unit.
3. - Coordinate Auxiliary Police activities within the command.
4. - Continually recruit new members into the program.
5. - Interview, enroll, fingerprint and investigate new applicants.
6. - Conduct confidential investigations of new applicants if necessary.
7. - Conduct at least two (2) Basic Training classes per year with a minimum of ten (10) recruits in each.
8. - Ensure that all enrollment packages are completed and submitted to the Auxiliary Forces Section by the 4th class of the Basic Training Course.
9. - Inspect members at roll call, make assignments, inform them of current orders and conduct roll call training.
10. - Schedule in-service training classes as determined by the needs of the command.
11. - During July of each year, inspect the driver's license of each qualified vehicle operator to ascertain that the license is a valid and up-to-date New York State driver's license.
12. - Ensure that the shields and identification cards of members leaving the Program are returned and forwarded to the Auxiliary Forces Section.
13. - Safeguard and maintain all equipment and supplies assigned for auxiliary police use. Includes: portable radios, vehicles, rescue truck and equipment, training manuals, etc.
14. - Confer frequently with the Precinct Commander and the Auxiliary Police Commanding Officer concerning the performance and utilization of personnel.

AUXILIARY FORCES SECTION



AUXILIARY GUIDE

PROCEDURE No. 6-1

AUXILIARY POLICE PRECINCT COORDINATOR'S DUTIES AND RESPONSIBILITIES

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15. - Maintain liaison with the Community Affairs Officer, Crime Prevention Officer, Planning Officer and Auxiliary Forces Section Liaison Officer to ensure mutual cooperation and support.
16. - Foster a close working relationship between Police Officers and Auxiliary Police personnel.
17. - Assign Auxiliary Police Officers to tasks which ASSIST regular Police Officers in providing service
18. - Ensure that the hours performed by members are accurately recorded. Check time records for members' activity on a monthly basis.
19. - Send an A.F.S. #36 (original copy) directly to Auxiliary Forces Section by the 5th day of the succeeding month.
20. - Instruct members of all orders issued by Commanding Officer, Auxiliary Forces Section and file the same.
21. - Maintain high morale and "esprit de corps" within the unit.
22. - Recommend qualified members for awards and promotions.
23. - Ensure that disciplinary matters are processed as per A.F.S. procedures.
24. - Develop innovative programs within Department Guidelines to generate interest and enthusiasm.
25. - Ensure that auxiliary police mobilization plans are up-to-date as to their duties and responsibilities.
26. - Instruct all auxiliary police members on mobilization plans.
27. - Confer with the Precinct Commanding Officer and the planning officer to develop plans for optimum use of the auxiliary police in the event of an emergency.
28. - Test mobilization plans by holding periodic simulated exercises where members are notified to report to the Precinct or other location at a designated time for emergency assignment.

AUXILIARY FORCES SECTION

AUXILIARY GUIDE

PROCEDURE # 6-1



AUXILIARY POLICE PRECINCT COORDINATOR'S DUTIES AND RESPONSIBILITIES

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29. -Upon a change of assignment, ensure that the subsequent coordinator is apprised of the operation of the unit and administrative procedures.
30. -Keep Operational Procedure Manual for Auxiliary Police Coordinators up-to-date.
31. -Conduct annual three hour classes in the Use of Force and Baton Techniques for all members NOT designated "Adm. Duty." (See related proc. 9-6).
32. -Be cognizant of those members who fail to meet the required minimum hours. (A member must perform 24 hours within each 3 month period; 96 hours per year).

RELATED
PROCEDURE

Auxiliary Police Program - Administrative Guide
316-28.



AUXILIARY GUIDE

PROCEDURE No. 6-2

PRECINCT RANK STRUCTURE AND DUTIES

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Auxiliary Commanding Officer - is a volunteer citizen duly appointed in accordance with these Rules and Regulations and assigned in command by the Commanding Officer, Auxiliary Forces Section, and who has authority over and responsibility for the Auxiliary Police unit to which assigned.

Auxiliary Executive Officer - will assist the Auxiliary Commanding Officer in his duties.

Auxiliary Operations Lieutenant - will be assigned in command of the outgoing platoon. Prior to the assignment of members of the outgoing platoon, he will inspect each member to ascertain that each is properly equipped and uniformed and given instructions as may be necessary. He will then post the platoon and be particularly charged with exacting the proper performance of duties by auxiliary patrol personnel under his supervision.

Auxiliary Personnel Officer - will assist in the administration of the unit.

Auxiliary Patrol Sergeant - is charged with exacting the proper performance of duties from members assigned to duty under his supervision, and with such other duties as may be assigned to him by competent authority. He shall assist and instruct the auxiliary officers in the discharge of their duties and shall report any dereliction of duty on their part to his Commanding Officer.

Auxiliary Police Officer - in the performance of patrol duty, shall

1. be alert and observant of any suspicious or out-of-the ordinary situations.
2. carefully inspect his post and note conditions which require regular police attention.
3. promptly and accurately report situations which require police response.
4. Notify "Central" via portable radio when a person's life is in danger or when a crime is being committed.

AUXILIARY GUIDE

PROCEDURE No. 6-2



PRECINCT RANK STRUCTURE AND DUTIES

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5. call 911 in other EMERGENCY situations.
6. promptly obey all lawful orders of a superior officer.
7. abide by all Auxiliary Police Rules and Regulations.

ADDITIONAL DATA

Commanding Officers of Patrol Boroughs may authorize assignments of Auxiliary Police Officers on active duty to posts or details within their respective Boroughs. The Police Commissioner, Chief of Patrol, or Commanding Officer, Auxiliary Forces Section, may authorize assignments of Auxiliary Police on active duty to posts or details within the city.

AUXILIARY GUIDE

PROCEDURE No. 6-3



AREAS OF UTILIZATION OF AUXILIARY POLICE

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Members of the Auxiliary Police who are approved for an Active Duty Status may be assigned to any of the following duties:

PATROL

1. Foot patrol in residential and business areas.
2. Crowd and traffic control at parades, special events, fire scenes, etc.
3. Reporting derelict autos, defective traffic and street lights and dangerous conditions.
4. Church and school crossings.
5. Subway stations.
6. Civil Defense drills and exercises.
7. Senior citizen escorts.

PRECINCT DUTIES

1. Interpreter, receptionist, clerical and administrative assignments.
2. Assist Crime Prevention Officer in bicycle registration, operation I.D., auto decal and Burglary Prevention Programs.

COMMUNITY EVENTS

1. Street fairs, religious functions, concerts, sporting events and festivals. (All community events present an ideal opportunity for recruitment)

NOTE

ALL patrol duty must be performed in uniform. Auxiliary superior officers and auxiliary police officers shall NOT perform any type of assignment in civilian clothes without the permission of the Police Commissioner, Chief of Patrol or the Commanding Officer, Auxiliary Forces Section.

RESTRICTIONS

1. May NOT be assigned inside a location as a private security force.
2. May NOT carry an unauthorized or illegal weapon.
3. May NOT be assigned to hazardous duty, strikes or plainclothes duty.

AUXILIARY FORCES SECTION

AUXILIARY GUIDE

PROCEDURE No. 6-3



AREAS OF UTILIZATION OF AUXILIARY POLICE

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4. May NOT be assigned to perform duty between 0001 and 0800 hours, except with the permission of the Police Commissioner, Chief of Patrol, Police Borough Commander concerned, or the Commanding Officer, Auxiliary Police Section.
5. Must patrol in pairs.
6. A husband and wife may NOT patrol together on foot or in an RMP vehicle.

ADDITIONAL DATA

Auxiliary Police Officers may receive such other assignments as may be authorized by the Police Commissioner, Chief of Patrol, or the Commanding Officer, Auxiliary Police Section.

AUXILIARY GUIDE

PROCEDURE No. 6-4



AUXILIARY POLICE UNIT COMMAND LOG

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PURPOSE

To chronologically record activities affecting an Auxiliary Police unit.

PROCEDURE

1. Each Auxiliary Police unit is required to maintain a unit command log.
2. An Auxiliary Supervisory Officer or an Auxiliary Police Officer will be assigned to make appropriate entries in the log during the hours when auxiliary members are performing duty.
3. A designated Auxiliary Police Supervisor will be given the responsibility of periodically inspecting the log to ensure that entries are being made properly.
4. Precinct Coordinators will ensure that roll calls (A.F.S. 10s) and the unit command log are available to Auxiliary Police members performing duty, and that these records are verified for completeness and accuracy.
5. The Auxiliary Police Command Log will be maintained as follows:

A. FORMAT FOR ENTRIES

1. The day and date will be entered on the top line of each page.
2. In the FIRST column - enter time of entry
3. In the SECOND column - enter a brief note regarding entries of special importance (for example, roll call, post changes, etc.).
4. In the THIRD column - make appropriate entry
5. After completing an entry in column #3 draw a line in the next writing space.
6. The last entry of the day will be closed with a DOUBLE line; and the next day's entries started on the next line.

B. AUXILIARY POLICE MEMBER ASSIGNED AS DESK OFFICER WILL MAKE ENTRIES AS FOLLOWS:

1. Sign in log at beginning of tour; sign out at end of tour.



AUXILIARY GUIDE

PROCEDURE No. 6-4

AUXILIARY POLICE UNIT COMMAND LOG

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2. Roll call entry at start of tour stating:
 - A. Rank and name of supervisor who conducted the roll call;
 - B. Rank and name of supervisor who inspected the platoon, noting infractions and disciplinary action taken (if necessary);
 - C. Number of Auxiliary Lieutenants, Sergeants and Auxiliary Police Officers assigned as per roll call.

NOTE

If auxiliary members from outside commands are performing duty in the precinct, indicate the number of each rank and their assigned permanent command(s).

- D. The Auxiliary Police Commanding Officer will sign in and out of log:
 1. when reporting for duty;
 2. when leaving the station house;
 3. when returning to the station house;
 4. at the end of the tour.
3. Entries required during the tour:
 - A. Changes of assignments (post changes) during the tour;
 - B. Incidents to which auxiliary police members are assigned;
 - C. Incidents reported by Auxiliary Police Officers requiring further notifications or police attention;

NOTE

In commands utilizing the Auxiliary Police radio Network, incidents as per "b" and "c" will be entered on Roll Call Supplement (A.F.S. #10A) by base station dispatcher.

- D. Brief account of unusual occurrences or matters of special importance. This includes, but is not limited to:
 1. Injuries to Auxiliary Police members
 2. RMP accidents
- E. Telephone notifications

AUXILIARY GUIDE

PROCEDURE No. 6-4



AUXILIARY POLICE UNIT COMMAND LOG

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F. ~~2~~ VISITS

88-1

Auxiliary supervisors from outside commands and police personnel or dignitaries visiting the unit will sign in the log book.



AUXILIARY GUIDE

PROCEDURE No. 6-5

EMERGENCY MOBILIZATION

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PURPOSE

To expedite the mobilization of Auxiliary Police Officers during emergencies.

PROCEDURE

1. In the event of a Civil Defense emergency, Auxiliary Police Officers will report to their unit, or if not possible to the nearest precinct. Auxiliary Police, who may be on patrol assignments at the time, shall proceed to the nearest telephone or superior officer to obtain instructions, or if that is not possible, listen for instructions over the Emergency Broadcast System.
2. In the event of a natural disaster or local emergency, such as plane crashes, power black-outs, hurricanes, etc., a telephone chain of notification will be made by volunteer personnel. Auxiliary Borough Commanders, upon receiving a request for manpower, will notify their Auxiliary Precinct Commanders. Auxiliary Precinct Commanders will assign their Auxiliary Lieutenants and Sergeants specific subordinate personnel to notify, thereby completing the chain of notification.
3. If, after a reasonable amount of time, a member of the Auxiliary Police does not receive such a notification, he/she may call or report to a Police Precinct to ascertain if volunteer services are required. Members will NOT respond directly to the scene of an emergency unless directed to do so by a regular police superior officer.
4. In order to be effective, emergency mobilization must be planned before emergencies arise. It is of utmost importance that telephone numbers be kept current and readily accessible to avoid any delay in making notifications.



AUXILIARY GUIDE

PROCEDURE No. 6-6

AUXILIARY EMERGENCY SERVICE FORCES

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1. Members of the Auxiliary Emergency Service Force, who are approved for active status and are assigned to Precinct Auxiliary Emergency Service Units, may receive the following assignments:
 - A. Training programs designed to properly maintain and use rescue equipment;
 - B. Assignments to rescue work in emergencies, such as blackouts, snow emergencies, lost children, Plane crashes, hurricanes, floods, etc.
 - C. Assignments to special events, such as P.A.L. affairs, recruitment drives, use of lighting equipment, etc.;
 - D. Other such assignments as may be authorized by The Police Commissioner, Chief of Patrol, or the Commanding Officer, Auxiliary Forces Section.
2. When assigned to authorized field duty, members of the Auxiliary Emergency Service Forces cannot be used to replace regular members of the department of their duties and responsibilities. Volunteers will work within the following limitations:
 - A. Not respond with rescue trucks and equipment to any emergency unless directed by a superior officer of the Police Dept. or an A.F.S. Liaison Officer, who may utilize the volunteers and equipment anywhere within his borough command.

NOTE

Response of trucks, equipment and crews between Borough commands must be authorized by the Police Commissioner, Chief of Patrol, or Commanding Officer, Auxiliary Forces Section.

- B. Not to be assigned to hazardous duty, but be utilized to assist regular members of the force;

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PROCEDURE No. 6-6



AUXILIARY EMERGENCY SERVICE FORCES

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C. Not be assigned to posts as Auxiliary Police Officers unless they are transferred on orders from the Auxiliary Emergency Service Forces to the Auxiliary Patrol Force.

3. When assigned to rescue work at the scene of an emergency, the A.E.S. supervisor present will be in charge until relieved by a superior officer of the Auxiliary Emergency Service Forces.

ADDITIONAL DATA

The Police Emergency Service Unit Commanding Officer coordinates all field and specialized training of the Auxiliary Emergency Service Forces volunteers.

Members requesting assignment to Auxiliary Emergency services Forces will be selected based on special skills and qualifications and must have had one (1) year of patrol duty. At least four (4) AES personnel are required to be on an AES vehicle for normal duty operations. The minimum requirement may be waived at the discretion of the C.O., A.F.S., or the C.O. of the precinct concerned. However, in no case may a vehicle be operated without at least one (1) AES supervisor on board.

RELATED PROCEDURE

Auxiliary Forces (Police) Program (Administrative Guide 316-28)

89-1



AUXILIARY GUIDE

PROCEDURE No. 6-7

AUXILIARY EMERGENCY SERVICE MOBILIZATION PLAN

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PURPOSE

To enable prompt notification to Auxiliary Emergency Service members to respond to an emergency; it is essential that a structured mobilization plan is maintained and kept up-to-date.

1. The Auxiliary Police Coordinator of each precinct where an A.E.S. unit is assigned shall have a current mobilization plan. The plan shall include:
 - A. An up-to-date roster of all A.E.S. members by rank.
 - B. The work and home telephone number of each A.E.S. member.
 - C. The member who will be INITIALLY called if the unit is activated. Also include the names of at least two (2) other members who could also be contacted if necessary. All three (3) members must have first-hand knowledge of the serviceability of the rescue truck and equipment.
 - D. Truck operators qualified by the Police Department will be designated by an asterisk (*).

NOTE

A copy of this plan, and any changes of it, must be submitted to the Commanding Officer, Auxiliary Forces Section.

2. Each A.E.S. member who is responsible for notifying other members in the event of a mobilization will be provided with a roster of the command. These rosters will be properly maintained, updated and safeguarded.
3. All A.E.S. personnel will be apprised of this procedure.

AUXILIARY GUIDE

PROCEDURE 6-7



AUXILIARY EMERGENCY SERVICE MOBILIZATION PLAN

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AUXILIARY EMERGENCY SERVICE MOBILIZATION PROCEDURE

PURPOSE

To mobilize Auxiliary Emergency Service (A.E.S.) personnel and equipment to assist the Police Department's Emergency Service Division in an emergency.

PROCEDURE

When the services of Auxiliary Emergency Service units are required during a serious emergency or disaster:

EMERGENCY SERVICE DIVISION DESK OFFICER

1. Notify a supervisor at the Auxiliary Forces Section re: the type of incident, the number of A.E.S. units required and the reporting site.

NOTE

AUXILIARY FORCES SECTION TELEPHONE # 718-520-9243
MONDAY-THURSDAY: 0730-2400 0800 X 2300
FRIDAY: 0730-2300 0800 X 1800
OTHER TIMES: AT EMERGENCY TELEPHONE NUMBERS PROVIDED TO THE EMERGENCY SERVICE DIVISION.

Rec:
93-7

AUXILIARY FORCES SECTION SUPERVISOR

1. Direct the Auxiliary Emergency Service city-wide Commanding Officer to:
 - A. Assist in mobilizing personnel and equipment needed;
 - B. Notify the Auxiliary Forces Section supervisor re: the number of units notified and responding;
 - C. Respond to the scene, report to the police supervisor in charge, and assist in coordinating assignments under the supervision of police personnel;
 - D. Telephone a preliminary report from the scene.
2. Designate a member of the Service from the Auxiliary Forces Section as Auxiliary Emergency



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PROCEDURE No. 6-7

AUXILIARY EMERGENCY SERVICE MOBILIZATION PLAN

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Service Coordinator. Direct him to:

- A. Respond to the scene;
 - B. Assist Emergency Service Division personnel in coordinating Auxiliary Emergency Service assignments;
 - C. Telephone a preliminary report from the scene.
3. If other than working hours, report to the Auxiliary Forces Section to coordinate activities.
 4. Make appropriate entries in the Auxiliary Police Mobilization Log maintained at the Auxiliary Forces Section

AUXILIARY
FORCES
SECTION
AUXILIARY
EMERGENCY
SERVICE
COORDINATOR

1. Respond to the scene and assist Emergency Service Division personnel in coordinating Auxiliary Emergency Service assignments.
2. Contact the Auxiliary Forces Section supervisor and inquire re: the number of units notified and responding.
3. Provide Auxiliary Emergency Service units with portable radios, when required.
4. Supervise Auxiliary Emergency Service personnel.
5. Telephone a preliminary report to the Auxiliary Forces Section supervisor. Notification will include:
 - A. Time arrived at the scene;
 - B. The number of personnel and units which responded;
 - C. How personnel and equipment are being utilized;
 - D. Telephone number where he can be contacted.
6. Keep the Auxiliary Forces Section supervisor informed of any change of events.
7. Upon completion of the detail, notify the

AUXILIARY FORCES SECTION

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PROCEEDING NO. 6-7



AUXILIARY EMERGENCY SERVICE MOBILIZATION PLAN

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Auxiliary Forces Section supervisor re:

- A. The total number of personnel and trucks which responded;
 - B. How Auxiliary Emergency Service personnel were utilized;
 - C. Dismissal time.
8. As soon as practicable, prepare a report to the Commanding Officer, Auxiliary Forces Section. Report will include:
- A. Type of incident;
 - B. Time mobilization was activated;
 - C. The number of vehicles and personnel (by unit) which responded;
 - D. How equipment and members were utilized;
 - E. Unusual problems encountered.

NOTE

Roll calls (A.F.S. 10s), listing all members concerned, will be attached.

AUXILIARY
EMERGENCY
SERVICE
DIVISION
COMMANDING
OFFICER

1. Respond to the scene, report to the police supervisor in charge, and assist in coordinating Auxiliary Emergency Service assignments under the supervision of police personnel.
2. Assist the Auxiliary Forces Section supervisor in mobilizing personnel and equipment.
3. Notify the Auxiliary Forces Section supervisor re: the number of units notified and responding.
4. Perform duties under the direction of and in cooperation with the Auxiliary Forces Section Auxiliary Emergency Service, Commanding Officer.

NOTE

In the absence of the Auxiliary Emergency Service City-wide Commanding Officer, the Auxiliary Forces Section supervisor will designate an A.E.S. Division Liaison Captain to perform the duties above.

AUXILIARY FORCES SECTION

AUXILIARY GUIDE

PROCEDURE No. 6-7



AUXILIARY EMERGENCY SERVICE MOBILIZATION PLAN

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AUXILIARY
EMERGENCY
SERVICE
UNIT
COMMANDING
OFFICER

1. Mobilize personnel as directed.
2. Prior to leaving the precinct, notify the Auxiliary Forces Section supervisor (718-520-9243) re:
 - A. The number of personnel present;
 - B. Time leaving the precinct;
 - C. Needed equipment is in truck.
3. Respond to the designated reporting site.

NOTE

If the A.E.S. vehicle is unable to respond due to a mechanical malfunction, notify the Auxiliary Forces Section supervisor, and be guided by his direction.

ADDITIONAL
DATA

The Precinct Auxiliary Police Coordinator is responsible that:

- A. The mobilization plan of the A.E.S. unit is established and kept up-to-date;
- B. A mobilization roster is maintained. This roster shall include ALL A.E.S. members assigned and their work/home telephone numbers;
- C. A copy of the mobilization roster and plan is kept at the precinct desk and a copy is forwarded to the Commanding Officer, Auxiliary Forces Section;
- D. Said rosters and plans are updated semi-annually to reflect changes in personnel and telephone numbers;
- E. A telephone notification procedure is established and that A.E.S. supervisors are responsible for making notifications;
- F. All A.E.S. members know how the mobilization plan is activated, how they are notified and their mobilization point.

NOTE

Mobilization point will be their assigned command.

- G. Mobilization plans are tested by holding periodic simulated exercises. They shall be reviewed and revised if necessary.

AUXILIARY GUIDE

SP-111-E 7-1



USE OF DEPARTMENT VEHICLES BY AUXILIARY POLICE PERSONNEL

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RMPS

Operations Order #24, dated February 15, 1983, authorized Auxiliary Police Officers to operate Police Department blue and white RMPs if available. When these autos are utilized the following guidelines are to be adhered to:

1. Three (3) Auxiliary Police magnetic signs must be attached as follows:
 - A. One (1) sign on the left front fender adjacent to the word "Police"
 - B. One (1) sign on the right front fender adjacent to the word "Police"
 - C. One (1) sign on the rear trunk above the word "Police".
2. The operator must be qualified by the Police Department Driver Training Unit.
3. Make a memo book entry of the inspection of the vehicle. Entry shall include:

AT THE BEGINNING OF TOUR

- A. odometer reading
- B. gasoline in vehicle; If gas or oil is obtained, indicate the amount in memo book.
- C. tires properly inflated
- D. brakes, lights, windshield wipers and warning devices are working properly
- E. battery has sufficient water
- F. spare tire (inflated), jack and lugwrench
- G. check interior and exterior condition of vehicle for any damage
- H. inventory of equipment stored in trunk

NOTE

- Make minor repairs if possible
- Any discrepancies or property found will be brought to the attention of the desk officer.



AUXILIARY GUIDE

PROHIB. No. 7-1

USE OF DEPARTMENT VEHICLES BY AUXILIARY POLICE PERSONNEL

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AT THE END OF THE TOUR

- A. odometer reading
 - B. amount of gasoline left
 - C. condition of exterior
 - D. interior, including the floor area under the seats
4. Notify the desk officer when a car requires repairs or replacement of accessories.
 5. An Auxiliary Police Supervisor MUST be in the vehicle.
 6. Operator must obey ALL traffic regulations at ALL times.
 7. Must NOT conduct "vehicle stops" or engage in vehicle pursuits.
 8. Permit only members of the service performing police duties, or auxiliary personnel in uniform to enter or ride in an RMP while you are on patrol.
 9. Do NOT leave an unlocked RMP unattended. If you have to leave the vehicle, close the windows and lock the doors. Make an entry in your memo book noting the reason therefore.
 10. Do NOT leave a portable radio in the vehicle.
 11. Leave radio on at ALL times.
 12. Avoid remaining in areas where radio reception is poor.
 13. Do NOT respond to radio calls unless directed by Communications Section Dispatcher or a Police Officer. When communicating with the dispatcher, you will preface the RMP number and precinct with "Auxiliary" thereby denoting your status, e.g. "Auxiliary RMP #123, 17 Pct. to Central K".



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USE OF DEPARTMENT VEHICLES BY AUXILIARY POLICE PERSONNEL

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14. If you witness a crime or dangerous incident, do not take any action (unless it is a matter of life or death). Report the facts to "Central" requesting assistance, and keep the subjects under surveillance until a Police Officer responds. You will then be guided by the orders of the first police unit arriving on the scene.
15. Sirens will not be used. Roof lights will be used only as a safety measure when the auto is parked at the scene of an emergency.
16. Position RMP at the scene of an emergency to avoid obstructing, or being blocked by responding emergency apparatus.
17. Operate RMP in a manner to avoid injury to persons or damage to property.
18. Remain in assigned sector or area of assignment unless directed to respond to another location by direction of the Communications Section or a Police Officer.
19. Drive at a slow rate of speed but do not impede traffic.
20. Do NOT push or tow another vehicle with an RMP.
21. If involved in a vehicle accident, immediately notify "CENTRAL" and request the patrol supervisor. Follow P.G. 107-7 (Department Vehicle Accidents), and forward a copy of the accident report along with a report on official department letterhead to the Commanding Officer, Auxiliary Forces Section.

NOTE

Assignment of R.M.P. cars to Auxiliary Police may be made ONLY when a ranking Auxiliary Police Officer will be physically present in the vehicle at ALL times.

"22. All Auxiliary Police personnel operating or riding in an Auxiliary Police or Police Department vehicle must wear a three (3) point seatbelt when provided Two (2) point seatbelts (lapbelts) must be worn when 3 point seatbelts are not provided."



AUXILIARY GUIDE

PROCEDURE No. 7-2

UTILIZATION OF WHITE AUXILIARY VEHICLES

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
May 6, 1991	May 6, 1991	91 - 1	1 of 2

PROCEDURE

Operators of auxiliary vehicles will adhere to the same guidelines in the section pertaining to the use of department vehicles by auxiliary personnel, as well as the following:

1. The operator **MUST** be qualified by the Police Department's Driver Training Unit.
2. The siren in auxiliary vehicles must be disconnected.
3. CARE AND MAINTENANCE OF AUXILIARY VEHICLES

A. If repairs are needed, **DO NOT** drive vehicle to Motor Transport if it may do damage to said vehicle. (Example: driving a considerable distance to Motor Transport with an overheated engine.) When in doubt, seek directions from Motor Transport regarding the advisability of using a tow truck.

B. It is of the utmost importance that all fluid levels are properly maintained - these levels should be checked daily. Weekly (documented) inspections will be made of these vehicles under the supervision of the Precinct Coordinator. Present department forms may be used for this purpose.

SCOOTERS

Field Services Bureau Memo #29, dated November 27, 1973, authorized Auxiliary Police Officers, qualified by the P.D. Scooter School, to utilize department scooters. The same guidelines as outlined in the Patrol Guide pertain to Auxiliary Police Officers, with the following restrictions: APOs will patrol in pairs (two scooters), and at least one of the members will be issued a portable radio.

ADDITIONAL DATA

Auxiliary Police Officers must have three (3) months of patrol before attending Drivers Training School.

AUXILIARY GUIDE

PROCEDURE No. 7-2



UTILIZATION OF WHITE AUXILIARY VEHICLES

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Operations Order #80, dated September 18, 1980, states that Department Pool Identification Plates will be issued to an Auxiliary Police Officer, operating a white auxiliary vehicle, who has to travel across a bridge or through a tunnel under the jurisdiction of the Triborough Bridge and Tunnel Authority.

NOTE

Prior to leaving precinct boundaries, auxiliary members concerned will obtain authorization from the precinct Auxiliary Police coordinator, or in his/her absence, from the precinct Desk Officer.

AUXILIARY GUIDE

PROCEDURE No. 7-3



RMP LOG BOOK

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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PURPOSE

To maintain uniformity in the recording of required entries pertaining to the use of Auxiliary Police White RMPs.

PROCEDURE

1. Entries will be made daily on A.F.S. #42 (RMP log) when the RMP is utilized. All captions will be completed, and verified by the Precinct Coordinator or, in his absence by the ranking Auxiliary Police supervisory officer at the end of the tour.
2. A. In caption "Verify Siren Disconnected", the Precinct Coordinator or, in his absence, the ranking Auxiliary Police supervisory officer will verify that the siren is disconnected. If the siren is operable, the Coordinator will bring the RMP to the shop for disconnection.
B. In caption "Comments",
 1. The ranking Auxiliary Police supervisory officer assigned to the RMP will indicate results of the auto inspection at the beginning and end of the tour.
 2. If the auto is out of service, e.g. in the repair shop, a notation will be made indicating the time and date the auto was sent to the shop and returned.
 3. At the end of the tour, the Precinct Coordinator or, in his absence, the ranking Auxiliary Police supervisory officer will enter his/her initials verifying the entries.
3. A.F.S. Form #42 (RMP Log) will be maintained in a binder in each command to which a white Auxiliary RMP is assigned.

AUXILIARY GUIDE

PROCEDURE NO. 7-4



VERIFICATION OF DRIVER'S LICENSES

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
May 6, 1991	May 6, 1991	91 - 1	1 of 1

PURPOSE

To ensure that Auxiliary Police operators do NOT operate a Department vehicle with an expired or suspended driver's license.

1. All Auxiliary Police Officers who have been qualified by the Police Department to operate Department vehicles (trucks, RMPs and scooters) are required to maintain an up-to-date New York State driver's license, free of suspension.
2. During July of EACH YEAR, precinct coordinators will PERSONALLY check the licenses of ALL qualified Auxiliary Police operators in their unit to verify that their licenses have not expired, and are not suspended.
3. A member in possession of an expired or suspended driver's license will NOT be permitted to operate a Department vehicle until the license has been renewed and/or cleared of any suspension.

NOTE

A folder of all qualified operators will be kept on file at the command.



AUXILIARY GUIDE

PROCEDURE No. 8-1

COMMAND DISCIPLINE			
DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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PURPOSE

To permit an Auxiliary Commanding Officer to correct minor violations without resorting to formal charges.

DEFINITION

Command Discipline - Non-Judicial punishment available to an Auxiliary Commanding Officer to correct minor deficiencies and maintain discipline within his command.

PROCEDURE

Upon receiving a Supervisor's Complaint Report, A.F.S. #23D concerning an auxiliary member assigned to his command:

AUXILIARY COMMANDING OFFICER

1. Investigate to determine if allegation is substantiated.
2. Indicate findings on report if allegation is not substantiated and file the report.
3. Confer with supervisor who prepared report if required.
4. Inform member of alleged violation and conduct interview.
 - A. Do not record minutes
 - B. Interview will be informal and non-adversary.
5. Give member an opportunity to make a statement in rebuttal and request Commanding Officer to seek additional information from other persons involved.
6. Conduct further investigation if necessary.
7. Inform supervisor who prepared report of the results of the investigation and any proposed penalty.
8. Inform member of results of investigation and any proposed penalty.
9. Advise member that he/she is entitled to:
 - A. Accept finding and proposed penalty, or;
 - B. Accept finding but appeal proposed penalty to Commanding Officer, Auxiliary Forces Section, or;



AUXILIARY GUIDE

PROCEDURE No. 8-1

COMMAND DISCIPLINE

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- C. Decline to accept the finding and proposed penalty and have the matter resolved through Notice of Charges (A.F.S. #23).
10. Inform the member that the decision of the Commanding Officer, Auxiliary Forces Section is FINAL and not subject to review, and that the Commanding Officer, Auxiliary Forces Section has the authority to:
 - A. Approve proposed penalty, or;
 - B. Reduce proposed penalty to any corrective measure the Auxiliary Commanding Officer was authorized to impose, or;
 - C. Increase proposed penalty to not more than double that proposed by the Auxiliary Commanding Officer.
11. Give member copy of Command Discipline Report/Election (A.F.S. #23E) at close of interview for his signature.
12. Notify Auxiliary Commanding Officer, in writing on Command Discipline Report/Election of the option elected.

AUXILIARY MEMBER

IF MEMBER ACCEPTS FINDING AND PROPOSED PENALTY:

AUXILIARY COMMANDING OFFICER

13. Enter disposition on Supervisor's Complaint Report.
 14. File Supervisor's Complaint Report and Command Discipline Report/Election (A.F.S. #23E) in Command.
- IF MEMBER ACCEPTS FINDING AND DECLINES PROPOSED PENALTY
15. Enter disposition on Supervisor's Complaint Report.

90-1

AUXILIARY GUIDE

PROCEDURE No. 8-1



COMMAND DISCIPLINE			
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16. Forward to the Commanding Officer, Auxiliary Forces Section Supervisor's Complaint Report and Command Discipline Report/Election.

IF MEMBER ELECTS CHARGES

17. Enter disposition on Supervisor's Complaint Report, attach Command Discipline Report/Election and file.
18. Prepare and forward Notice of Charges (A.F.S. #23) through channels.
19. Remove and destroy records and dispositions of convictions listed under Command Discipline Violations (Procedure 8-2) on the anniversary date of each entry, provided the member has had no subsequent disciplinary violations.

ADDITIONAL DATA

Each Auxiliary Unit shall maintain a Command Discipline log.

90-1

AUXILIARY GUIDE

PROCEDURE No. 8-2



VIOLATIONS SUBJECT TO COMMAND DISCIPLINE

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
02/01/90	01/01/90	90-1	1 of 2

PURPOSE

To inform auxiliary members of the violations of auxiliary regulations which may be adjudicated by Command Discipline.

PROCEDURE

When any of the following violations are brought to the attention of an Auxiliary Commanding Officer, the Auxiliary Commanding Officer concerned may initiate Command Discipline:

VIOLATIONS

1. Absence from meal location
2. Failure to sign out on A.F.S. #10
3. Improper uniform or equipment
4. Failure to maintain neat and clean personal appearance
5. Improper or omitted memo book entries
6. Improper or omitted entries in department records, forms or reports
7. Smoking as prohibited
8. Unnecessary conversation
9. Failure to lock an unguarded department vehicle
10. Absence from post or assignment
11. Reporting late for duty
12. Failure to answer/acknowledge radio calls directed to member's unit and/or report disposition promptly on auxiliary radio
13. Carrying packages, newspapers or other articles as prohibited while in uniform or department vehicle
14. Failure to notify supervising officer when leaving post for department or personal necessity.
15. Unauthorized person riding in department vehicle
16. Failure to give name and shield number to person requesting it

AUXILIARY FORCES SECTION

AUXILIARY GUIDE

FORM NO. 9-2



VIOLATIONS SUBJECT TO COMMAND DISCIPLINE

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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17. Failure to notify Auxiliary Commanding Officer when address or phone number changes
18. Loss of memo book
19. Loss of I.D. Card
20. Failure to have locker secured or properly tagged
21. Failure to perform or improperly perform patrol
22. Any other violation which, in the opinion of the Auxiliary Commanding Officer and subject to approval of the Auxiliary Division Commander, is appropriate for Command Discipline procedures.

ADDITIONAL DATA

The above violations may not be processed as Command Discipline if the violation is aggravated by conditions which make it inappropriate for disposition by Command Discipline or if member concerned requests an administrative hearing.

An Auxiliary Commanding Officer must confer with the Auxiliary Division Commander, prior to adjudicating a third Command Discipline for the member within a six-month period, to determine if charges should be instituted.

Auxiliary Division Commanders will inspect Command Discipline records monthly to ascertain that the above procedures are complied with.



AUXILIARY GUIDE

PROCEDURE No. 8-3

REPORTING VIOLATIONS OBSERVED BY AUXILIARY SUPERIOR OFFICER OR MEMBER OF THE SERVICE

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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PURPOSE

To report violations by an auxiliary member to his Commanding Officer for corrective action.

PROCEDURE

Upon observing or becoming aware of a violation of the rules or procedures by an auxiliary member:

AUXILIARY SUPERIOR OFFICER/ MEMBER OF THE SERVICE

1. Prepare Supervisor's Complaint Report (A.F.S. #23D) as follows:
 - A. One copy if superior and member are assigned to same command, for violations listed in Violations Subject to Command Discipline procedure.
 - B. Two copies if superior is assigned to an outside command for violations listed in Violations Subject to Command Discipline procedure.

2. Notify Auxiliary Desk Officer of member's command and obtain next serial number from the Command Discipline Log.

A. Serial numbers commence with number one each year.

AUXILIARY DESK OFFICER

3. Make required entries in Command Discipline Log.

AUXILIARY SUPERIOR OFFICER/ MEMBER OF THE SERVICE

4. Forward Supervisor's Complaint Report to the Auxiliary Commanding Officer of the member concerned.
5. In cases where the member was from an outside command, the second copy shall be filed at the command of origination.

AUXILIARY SUPERVISOR'S COMPLAINT REPORT
AFS No. 23D

Command Ser. No. _____

From:

To:

Subject: REPORT OF VIOLATION OF THE AUXILIARY RULES AND PROCEDURES.

Member Complained Of:	Rank	Full Name.	Shield No.	Command
Location where violation occurred:		Time	Date	Day of Week
Complainant		Name & Address	Telephone Number	

Details of Violation:

Auxiliary Officer was was not warned and admonished, and
was was not instructed in the proper performance of duty and/or procedure.

Signature of superior preparing report	Rank	Command	Date
--	------	---------	------

FOLLOW-UP

- Unsubstantiated Command Discipline Accepted
 Notice of Charges (AFS No. 23) Appeal to C.O., A.F.S.
 Precinct Ser. No. _____

Final Disposition	Rank	Signature of	Command
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Instruction: Auxiliary Commanding Officers must investigate and report disposition under FOLLOW-UP.

Auxiliary Officer's Full Name	Rank	Shield No.	Assignment
-------------------------------	------	------------	------------

Investigation has been completed concerning the violation charged herein. The finding and the disciplinary action recommended are indicated below. You may accept the finding and the proposed disciplinary action; or accept the finding but appeal the proposed disciplinary action to the C.O., A.F.S. for final determination; or decline to accept the finding and the proposed disciplinary action in lieu of an Administrative Interview. You must complete and return this form to the undersigned immediately.

Summary of Investigation and Disposition of Complaint:

Finding		Disciplinary Action Recommended	
Rank	Signature of Auxiliary Commanding Officer	Command	Date

TO BE COMPLETED BY AUXILIARY OFFICER CHARGED:

I understand that I do not have to accept the finding and the disciplinary action recommended by my auxiliary commanding officer or unit head. My right to have this matter reviewed as to the proposed disciplinary action only, by the C.O., A.F.S., and my right to an Administrative Interview, have been explained to me and I hereby voluntarily:

- Accept the finding and the proposed disciplinary action.
- Accept the finding but elect to have the disciplinary action reviewed by the C.O., A.F.S.
- Decline to accept any disciplinary action without an Administrative Interview.

Auxiliary Officer's Signature	Date	Witnessed by: (Name, Rank, Shield No.)
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AUXILIARY GUIDE

PROCEDURE No. 8-4

AUTHORIZED PENALTINES UNDER COMMAND DISCIPLINE

DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
02/01/90	01/01/90	90-1	1 of 1

PURPOSE

To inform auxiliary members of the penalties an Auxiliary Commanding Officer may impose under Command Discipline.

PROCEDURE

When a Command Discipline allegation is substantiated:

PENALTIES

1. Impose one of the following penalties:
 - A. Forfeiture of up to two (2) RMP tours of duty.
 - B. Suspension of either one (1) or two(2) weeks of duty.

NOTE

The above penalties DO NOT prohibit an Auxiliary Commanding Officer from warning and admonishing in writing, copy to be filed with the papers.

AUXILIARY GUIDE

PROCEDURE No. 8-5



WHEN AND HOW TO PREPARE			
NOTICE OF CHARGES (A.F.S. #23)			
Auxiliary Police Formal Disciplinary Process			
DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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PURPOSE

To insure that charges and related papers are prepared accurately and completely.

PROCEDURE

When a serious violation is inappropriate for Command Discipline or when Command Discipline is declined.

INITIATOR OF CHARGES

Charges may be initiated by any sworn member of the Police Department or an Auxiliary Police supervisory Officer of a higher rank than the member concerned.

NOTE

A member of the Auxiliary Police who desires to report a violation committed by a member of equal or higher rank will report such violation to his/her Unit Coordinator, who will evaluate the matter, and, if appropriate, prefer charges.

INITIATING CHARGES

Charges may be filed whenever a member fails to comply with a lawful order from a police officer or auxiliary superior officer, loses department property or any violation of procedure, not covered by the Command Discipline procedure.

1. FIVE (5) copies of NOTICE OF CHARGES (A.F.S. #23) will be prepared (captions 1 through 5 will be completed).
2. A chronological listing of corrective supervisory charges, beginning with the number "1" for each year, will be maintained on form A.F.S. #23A in each Auxiliary Police Unit. The serial number, will be entered in the upper, right-hand corner of the A.F.S. #23.

NOTE

A separate A.F.S. #23 and separate serial number will be assigned to EACH charge and EACH member charged.

If charges are being preferred in or by a command, other than the member's command, the member's unit will be called to obtain the next serial number.

If the member's unit is closed, the command serial number will be obtained during the next scheduled meeting night.

AUXILIARY GUIDE

Procedure No. 8-5



AUXILIARY POLICE FORMAL DISCIPLINARY PROCESS

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3. Form APS #23 will be prepared and served without unnecessary delay after determination that charges will be preferred against the member, or if the member is suspended.
4. If charges are prepared by other than the Auxiliary Police commanding officer against a member of his/her unit, the initiator of the charges will forward all five (5) copies of form APS #23 to the subject's Auxiliary Police commanding officer.
5. If charges are prepared by the subject's Auxiliary Police commanding officer, or the auxiliary commanding officer is the subject of the charges, the initiator of the charges will forward all five (5) copies to the borough coordinator.

SUSPENSION OF MEMBER

1. A member alleged to have committed a serious offense or violation of the Auxiliary Guide may be suspended by a police superior officer or an Auxiliary Police coordinator.
2. A member who is suspended must immediately surrender his/her shield and I.D. card to the person effecting the suspension. If the items are not available at the time of suspension, the member must surrender them, without delay, to his/her Auxiliary Police coordinator.
3. The coordinator will inform his/her police commanding officer of the suspension.
4. The A.P. coordinator will notify the borough A.P. coordinator and the Commanding Officer, Auxiliary Police Section, of the suspension, by telephone, without delay.
5. Caption #6B of form APS #23 must be completed.
6. Member's shield and I.D. card must be delivered to the A.P.S. for safekeeping pending outcome of the suspension.

AUXILIARY POLICE SECTION

AUXILIARY GUIDE

Procedure No. 8-5



AUXILIARY POLICE FORMAL DISCIPLINARY PROCESS

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SCHEDULING THE ADMIN. INTERVIEW

1. The member charged may elect to have the charges heard at an Administrative Interview.
2. The Administrative Interview shall be scheduled to be held no sooner than 10 days, nor later than 30 days from the date the charges are served upon the member.
3. A date, time and location will be selected, and appropriate entries will be made in par. #7 of form APS #23.

NOTE

Effort should be made to select a date and time that is mutually convenient for all concerned.

4. If the member cannot be present on the scheduled date, the member must
 - a. make that fact known to the member's unit coordinator without delay, in person, or by telephone;
 - b. select an adjourned date for the Interview, convenient for all concerned. Such date must be within 30 days from the date of cancellation of the initial date;
 - c. follow up the telephone or personal notification with a written document to the unit coordinator requesting adjournment, giving the reason, and indicating the agreed upon adjournment date;
5. Unit coordinator will immediately forward a copy of the adjournment request to the C.O., Auxiliary Police Section.
6. A member may request a maximum of two adjournments. Par. #4, a thru c, above, will also apply to the second request for adjournment. Failure to appear on the second adjournment date will result in the Interview being held in absentia (without the member being present.)

NOTICE OF CHARGES (APS #23)

1. Receipt by member charged of a copy of NOTICE OF CHARGES (APS #23) is considered a written notification of charges.
2. The member charged will be given a copy of the APS #23 with captions #1 through #7 completed.

AUXILIARY POLICE SECTION



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AUXILIARY POLICE FORMAL DISCIPLINARY PROCESS

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3. Personal service will be attempted in all cases, at which time caption #8A will be completed including the member's signature acknowledging receipt of the charges.
4. CERTIFIED MAIL
 - A. If personal service cannot be made, the unit coordinator will prepare a brief report including the member's current address and why personal service was not possible.
 - B. In caption #7 (APS #23) enter the date of the Administrative Interview, said date to be within 30 days of the date the form is forwarded to the Auxiliary Police Section.
 - C. The report and three (3) copies of the APS #23 will be forwarded to the Aux. Police Section.
 - D. The Aux. Police Section will send one copy of the APS #23 to the member charged, via certified mail. Caption #8B will be completed, and one copy will be returned to the unit coordinator with notation of whether the member received the charges.

PROCESSING
FORM
APS #23

After the Administrative Interview has been scheduled, and the member charged has received written notice of charges:

1. If charges were prepared by other than the Auxiliary Police commanding officer against a member of his/her unit, the A.P. coordinator will insure that captions 1 thru 8A are completed.
2. If charges were prepared by the subject's A.P. commanding officer, or an A.P. commanding officer is the subject of the charges, the borough A.P. coordinator will insure that captions 1 thru 8A are completed.

AUXILIARY POLICE SECTION

AUXILIARY GUIDE

PROCEDURE No. 8-5



WHEN AND HOW TO PREPARE NOTICE OF CHARGES (A.F.S. #23) <i>Auxiliary Police Formal Disciplinary Process</i>			
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3. Distribution:

- 1 Copy - Subject member charged
- 1 Copy - Borough Coordinator
- 1 Copy - Auxiliary Forces Section
- 1 Copy - To member's command to be placed in his/her personal file
- 1 Copy - Retained for use in conducting the Administrative Interview

ADMINISTRATIVE INTERVIEW 1.

CONDUCTED BY

The Administrative Interview will be ^{generally} conducted by the member's Auxiliary Police Commanding Officer. However, if the member's Commanding Officer initiated the charges, or if the person charged is an Auxiliary Police Commanding Officer, the Borough Coordinator concerned will designate an Auxiliary Police supervisor, above the rank of Captain, to conduct the interview. This paragraph does not preclude the designation of an Admin. Interview Officer by the C.O., A.F.S. 90-4

2. REPRESENTATION

The member charged is entitled to have a representative present during the administrative interview.

3. CONDUCTING THE INTERVIEW

The interviewing officer will insure that all reasonable efforts are made to determine the facts of the allegation. Witnesses' testimony relating to the charge will be recorded to facilitate later review.

NOTE

A tape recorder can be obtained from the Auxiliary Forces Section

4. RENDERING A DECISION

In arriving at a decision, the interviewing officer must consider only such information or statements which are relevant to the member's conduct or to the incident in question. If the charges are substantiated, in-



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PROCEDURE NO. 8-5

WHEN AND HOW TO PREPARE			
NOTICE OF CHARGES (A.F.S. #23)			
<i>Auxiliary Police Formal Disciplinary Process</i>			
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formation such as, awards, years of service or other pertinent circumstances may then be taken into consideration in rendering appropriate discipline.

5. PENALTY

In recommending a penalty, the first consideration shall be the seriousness and effect of the violation; the second consideration shall be the member's past record. Possible penalties are:

- A. Warn and Admonish
- B. Re-training
- C. Restriction of assignments
- D. Transfer
- E. Suspension
- F. Dismissal
- G. Probation for a specific period of time
- H. Reduction of rank

DISPOSITION OF CHARGES

After arriving at a formal decision and penalty, if appropriate, the interviewing officer will:

1. Prepare DISPOSITION OF CHARGES (A.F.S. #23B) - completing captions #1 through #5.
If decision is NOT GUILTY - FOUR (4) copies
If decision is GUILTY - FIVE (5) copies

NOTE

Reason(s) for arriving at a guilty decision will be entered.

Interview conducted by Precinct Auxiliary Police Commanding Officer

Submit all copies of form A.F.S. #23B to the Precinct Coordinator for review by the Police Precinct Commanding Officer who will make appropriate entries in caption #6.

Interview conducted by Auxiliary Police Supervisory officer at the borough

Submit all copies of form A.F.S. #23B to Borough



AUXILIARY GUIDE

PROCEDURE No. 8 -5

Aux. Police Formal Disciplinary Process			
WHEN AND HOW TO PREPARE NOTICE OF CHARGES (A.F.S. #23)			
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Coordinator for review by the Auxiliary Police Program supervisor of the borough who will make appropriate entries in caption #6.

2. Notify member concerned of approved findings and any recommended penalties by giving him/her a copy of form A.F.S. #23B. The appropriate boxes in captions #7 will be completed. Personal service will be attempted in all cases. If personal service cannot be made, certified mail (return receipt requested) will be utilized. For certified mail, see procedure #8-5, Page #3, WRITTEN NOTICE OF CHARGES, Paragraph #4, using same format for A.F.S. #23B as for A.F.S. #23.
3. Distribution of form A.F.S. #23B
 - a. If NOT GUILTY - four (4) copies
 - 1 copy - subject member
 - 1 copy - Auxiliary Forces Section
 - 1 copy - Member's personal file at his/her command
 - 1 copy - File at borough concerned
 - b. If GUILTY - five (5) copies
 - 1 copy - subject member
 - 4 copies - Borough Coordinator

NOTE

Borough Coordinator will retain his copies pending receipt of a request (by subject member) for an appeal. If no request for an appeal is received within 10 days of member being notified of final decision of the Administrative Interview, the Borough Coordinator will complete caption #13 of form A.F.S. #23B and distribute copies as follows:

- 1 copy - Auxiliary Forces Section
- 1 copy - member's personal file at his/her command
- 1 copy - Borough command
- 1 copy - not needed; may be discarded

FILING AN APPEAL

If a member elects to appeal the decision, the member prepares a written statement indicating the basis for the appeal, and forwards the request for an appeal to the Borough Coordinator within 10 days of having been notified of the final decision of Administrative Interview.



AUXILIARY GUIDE

PROCEDURE No. 8-5

City Police Department Disciplinary Process			
WHEN AND HOW TO PREPARE NOTICE OF CHARGES (A.F.S. #23)			
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APPEAL PROCESS

1. DEFINITION

The appeal process consists of a review of the report prepared by the hearing interviewing officer including the minutes of the Administrative Interview to determine the validity of the grounds of the appeal requested by the member.

2. APPEAL OFFICER

The Borough Coordinator will designate an Auxiliary supervisory officer, above the rank of captain, other than the officer who conducted the initial Administrative Interview, from the Borough Unit to conduct the appeal. The 4 copies of form A.F.S. #23B will be given to the Appeal Officer.

3. APPEAL PROCEEDING

If circumstances warrant, an appeal proceeding will be conducted, at which time testimony relating to the grounds of the appeal will be obtained. The member is permitted to have a representative present at the appeal proceeding.

4. RESPONSIBILITIES OF APPEAL OFFICER

- a. Complete captions #8 through #11 on DISPOSITION OF CHARGES (A.F.S. #23B), as appropriate.
- b. Notify member concerned of the appeal decision by giving him/her a copy of form A.F.S. #23B and complete caption #12, personal service will be attempted in all cases. Where personal service cannot be made, certified mail (return receipt requested) will be utilized.
- c. Distribution of form A.F.S. #23B:
 - 1 copy - Auxiliary Forces Section
 - 1 copy - member's personal file at his/her command
 - 1 copy - subject member
 - 1 copy - Borough Coordinator for borough file

ADDITIONAL DATA

- * ~~If a member is suspended, NOTICE OF CHARGES (A.F.S. #23) must be prepared, served and forwarded within 48 hours.~~ *revoked 92-1*

- 1 2. CORRECTIVE SUPERVISORY ACTION INDEX (A.F.S. #23) will be maintained at each unit. A command serial number, beginning with the number 1 each year, will be assigned to EACH charge preferred against EACH member.



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PROCEDURE No. 8-5

<i>Auxiliary Police Form Disciplinary Process</i>			
WHEN AND HOW TO PREPARE NOTICE OF CHARGES (A.F.S. #23)			
DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	PAGE
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ADDITIONAL DATA

- 2 X. If, after charges have been initiated, the member and the supervisory officer assigned as Interviewing Officer agree on a penalty without a formal interview, the Administrative Interview may be waived.
- 3 X. At any time after charges have been preferred, the Police Commanding Officer of the Patrol Borough concerned, or the Commanding Officer, Auxiliary Forces Section, after reviewing the case, may terminate the disciplinary proceedings and dismiss the charges.
- 4 A. The Commanding Officer, Auxiliary Forces Section shall review all corrective supervisory action cases, make a final determination, and publish an appropriate Personnel Order.



AUXILIARY MEMBER ARRESTED

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When a member of the Auxiliary Police is arrested or issued a Desk Appearance Ticket, or personal summons, except for minor traffic offenses:

MEMBER ARRESTED

1. Inform the arresting officer that he/she is an auxiliary officer;
2. Request notification of the arrest be made to the precinct to which member is assigned;
3. Surrender his/her shield and ID card at the time of arrest.

NOTE

If shield and ID card were not surrendered at time of arrest, member must surrender both items, without delay, to his/her unit coordinator or to the Auxiliary Forces Section. Failure to do so will result in member being dismissed from the Auxiliary Police.

MEMBER'S UNIT COORDINATOR

4. Inform member that he/she is suspended.
5. Notify the Auxiliary Forces Section, by telephone, of the arrest.
6. Prepare four copies of A.F.S. #23C (NOTICE OF SUSPENSION DUE TO ARREST), completing captions 1 through 6.
7. If member's shield was vouchered, enter the word "vouchered" in caption 4.

NOTE

Auxiliary Police shields are vouchered, ONLY IF REQUIRED AS EVIDENCE. In all other cases, they are forwarded to the Auxiliary Forces Section. (P.G. 120-17)

8. Serve A.F.S. #23C on member personally, and complete caption 7.

NOTE

If personal service cannot be made, prepare a report on TYPED LETTERHEAD describing why such service was not possible, including member's current address, requesting service be made by Certified U.S. Mail. Forward the report with three copies of the completed form A.F.S. #23C to the Auxiliary Forces Section.



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AUXILIARY MEMBER ARRESTED

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9. Request member to sign caption 8 acknowledging receipt of the notice. If member refuses, enter "refused" and initial the entry.
10. Distribute the copies of A.F.S. #23C as follows:
 - a. original forwarded to A.F.S. direct;
 - b. one copy is given to member;
 - c. one copy is forwarded to the Borough Coordinator;
 - d. one copy is placed in member's file at his/her unit.
11. Forwarded member's shield and ID card, with two copies of A.F.S. #19 (SHIELD RECEIPT) to the Auxiliary Forces Section.
12. Is required to contact his/her unit coordinator once every three months after being suspended due to arrest, to inform the coordinator of the current status of the case.

MEMBER
ARRESTED

NOTE

Failure to contact the Coordinator without notifying the Coordinator of the reason for such failure, and without good cause, will result in termination of membership in the Auxiliary Police.

MEMBER'S
UNIT
COORDINATOR

13. Upon completion of the court case, provide a copy of the court Certificate of Disposition to the Unit Coordinator.
14. When contacted by member, enter the date and initial the entry in the space provided at the bottom of the A.F.S. #23C maintained in the member's file.
15. If no contact is made within five months, without good cause, submit form AFS #34 recommending that member be DROPPED from the rolls, giving the reason, "Arrested - failed to contact Coordinator in _____ months - apparently no longer interested."
16. When member's court case is concluded and member submits a court Certificate of Disposition, personally conduct an Administrative Interview.

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AUXILIARY MEMBER ARRESTED

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17. Upon completion of the Administrative Interview, prepare four copies of form A.F.S. #23B (DISPOSITION OF CHARGES), completing captions 1 through 5. Prepare a fifth copy if finding is guilty.
18. Request the Precinct Commanding Officer to review the disposition and complete caption 6.
19. Serve A.F.S. #23B on member personally, and complete caption 7.
20. Distribute the copies of A.F.S. #23B as follows:
 - a. one copy is given to the member;
 - b. Forward the original and one copy (two if guilty) to the Borough Coordinator, with a report, in duplicate, stating
 1. the results of the case in court;
 2. findings of the hearing officer;
 3. recommendation regarding the continuation of the suspended person's membership in the Auxiliary Police;
 - c. one copy is placed in member's file at his/her unit

BOROUGH COORDINATOR

21. If the finding of the hearing officer is "not guilty," endorse the Precinct Coordinator's report and forward all papers to the Auxiliary Forces Section.
22. If the finding is "guilty," hold all papers allowing member ten days to submit a written appeal.
23. If no appeal is then received, complete caption 13 on the A.F.S. #23B, and forward all papers to the Auxiliary Forces Section.
24. If a written appeal is received, personally conduct an Appeal, and complete captions 8 through 11 on A.F.S. #23B.
 - a. one copy is given to the member;

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AUXILIARY MEMBER ARRESTED

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b. forward the original copy to the Auxiliary Forces Section, with all related papers;

c. file one copy at the borough unit.

SUPERIOR
OFFICER,
A.F.S.

25. Review tape recording of hearing, and all related papers.

26. Submit all material to the Commanding Officer, Auxiliary Forces Section, for final determination.

COMMANDING
OFFICER
A.F.S.

27. Make final determination of matter.

28. Publish final decision in an A.F.S. Personnel Order.



AUXILIARY GUIDE

PROCEDURE No. 9-1

BASIC TRAINING COURSE			
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PURPOSE

To train civilian volunteers in the basic skills and techniques needed to function effectively as Auxiliary Police Officers.

PRECINCT
COORDINATOR

PROCEDURE

1. If possible, start with a minimum of ten (10) students.
2. Classes will be held only once a week.
3. Contact A.F.S. Training Officer at least two weeks prior to your first class with the following information:
 - day, date and time the class is starting and finishing
 - location of classes (address and room number)
 - number of students
 - day and time of subsequent classes
4. Notify the Borough Coordinator
5. Notify Precinct Coordinators throughout the borough.
6. Obtain the following training materials from your Borough Liaison Officer at Auxiliary Forces Section:
 - A.F.S. #4 - Course Roster - 8 copies
 - A.F.S. #5 - Course Attendance Form - 4 copies
 - Scholastic Award - (For student achieving the highest academic grade)
 - A.F.S. #7 - 15 copies
 - DCJS 2005 - 1 copy

FOR EACH STUDENT

 - Basic Training Course Student Manual
 - Quiz Answer Sheets - A.F.S. #6Q
 - Final Exam Answer Sheet/Basic Training Certificate - A.F.S. #6
 - Certificate of Accomplishment (Diploma)
 - Service Record (Time Card) - A.F.S. #35
7. Utilize the Instructor Lesson Plans with the manual in teaching the Basic Training Course.
8. Record weekly attendance on Course Attendance Form - A.F.S. #5 (only two (2) absences are allowed per student).

BOROUGH
COORDINATOR

PRECINCT
COORDINATOR

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9. After each class send completed form A.F.S. #7 (Training Attendance Slip) to Auxiliary Forces Section, attention: Assistant Training Officer.
10. Make sure that the initial enrollment package is submitted in person (Precinct Coordinator) to Auxiliary Forces Section by the 4th class.
11. Ensure that students (not designated "Administrative Duty Only") are assigned to Observer Field Trainers.
12. Quizzes will be given at the beginning of Week 6. This quiz merely serves as an indicator of students' progress and need not be enclosed in the final package.
13. The Final Exam will be given on the 12th week. These exams will be administered by your AFS Borough Liaison Officer. Contact him at least 3 weeks in advance to schedule the exact day and time.
14. Within 5 days after the conclusion of the Basic Training Course, submit the Final Package to your Auxiliary Forces Section Borough Liaison Officer.

NOTE

Uniform/equipment vouchers will not be issued until all reports/certificates are correctly submitted and processed.

AUXILIARY
FORCES
SECTION
LIAISON
OFFICER

TRAINING
OFFICER

15. Verify that all report/certificates are accurate and complete.
16. Forward above to Training Officer.
17. Make appropriate entries in Training Course Class Log.
18. Retain one (1) copy of the A.F.S. #4, and A.F.S. #5.
19. Process Diplomas and Certificates of Scholastic Achievement.

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20. Submit to Applicant Processing Personnel:

- a. 1 copy of the A.F.S. #4 and A.F.S. #5
- b. Final Exam Answer Sheets - A.F.S. #6

RELATED
PROCEDURE

Processing of Enrollment Package

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PROCEDURE No. 9-2



OBSERVER FIELD TRAINING DUTY

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PURPOSE

To give the student officer a better understanding of what an Auxiliary Police Officer does while on patrol.

PROCEDURE

1. Each student Auxiliary Police Officer, while attending the Basic Training Course, is required to perform one (1) tour of Observer Field Training Duty in the command where he enrolled. Observer Field Training Duty will be performed in the company of an Auxiliary Police Field Training Officer (F.T.O.) and another experienced Auxiliary Police Officer.
2. Precinct Coordinators will designate certain members of their units as Field Training Officers (Auxiliary Police Officers or supervisors). Members will be selected on the basis of their experience, working knowledge of Auxiliary Police operations, training capability, and their ability to get along with others.
3. Student Auxiliary Police Officers will report to their commands on a designated night, sign in on the A.F.S. #10 (Roll Call), stand roll call inspection, make appropriate entries on their activity log sheets, and be assigned IN CIVILIAN CLOTHES TO A F.T.O. and another experienced Auxiliary Police Officer. No more than two (2) student officers will be assigned to two (2) Auxiliary members. While performing Observer Field Training Duty, student officers will only OBSERVE, and NOT participate in specific duties (such as, traffic control, or routine crowd control).
4. The Basic Training Course Instructor is responsible for scheduling students to perform Observer Field Training Duty. He shall prepare A.F.S. Form #5B (Verification of Observer Field Training Duty), listing those members who are required to report for Observer Field Training Duty, and forward the report to the Precinct Coordinator concerned. After the student

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PROCEDURE No. 9-2



OBSERVER FIELD TRAINING DUTY

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officers have completed this duty, the Precinct Coordinator shall complete the necessary captions on A.F.S. Form #5B and forward the report to the course instructor. The course instructor will enter the dates of Observer Field Training Duty on the A.F.S. #5 (Student Attendance Form), A.F.S. #4 (Course Enrollment - Final Report), and the A.F.S. #6 (Certification of Completion of the Primary Training Course).



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PROCEDURE No. 9-3

BASIC MANAGEMENT COURSE			
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REQUIREMENT

Auxiliary Police Officers, in order to be qualified to enroll in the Basic Management Course, must be nineteen (19) years of age, have completed at least six (6) months of patrol duty and have the approval of their Auxiliary Commander and Unit Coordinator to participate in such training.

PURPOSE

To train Auxiliary Police Officers in the skills and techniques needed to function effectively as supervisors.

INSTRUCTOR

1. Weekly class attendance will be recorded on an AFS # 5M (Class Attendance Record). In addition, an AFS # 7 will be forwarded to the Training Officer.
2. Each student will sign in and out on an AFS # 10. A copy will be sent to each student's command.
3. Utilize the Instructor Lesson Plans
4. Upon completion of the course submit the following forms to the Training Officer.
 - a. AFS # 5M - 2 copies
 - b. AFS # 6M (Final Exam Answer Sheet/BMC Certificate) - 1 per student

TRAINING OFFICER

5. Make appropriate entries in Training Course Class Log
6. Retain one (1) copy of the AFS # 5M
7. Forward other copy of AFS # 5M and AFS # 6M's to AFS Personnel Officer.

PERSONNEL OFFICER

8. File AFS # 5M and enter AFS # 6M's in student's personnel folder.

ADDITIONAL DATA

No other courses are required for promotion to Lt., Capt., etc.

RELATED PROCEDURE

Promotions, proc. 3-11.

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PROCEDURE No. 9-4

RECORDING OF IN-SERVICE TRAINING FOR MEMBERS OF THE AUXILIARY POLICE

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PURPOSE

To maintain a standardized record of in-service training attended by members of the Auxiliary Police.

PROCEDURE

In addition to completing the necessary captions on A.F.S. form #10 (Daily Roll Call), the procedure listed below will be followed:

1. An in-service training folder will be kept in each command. Whenever in-service training is conducted, a memo will be prepared listing: date, time of training, instructor, location, topics discussed, and names of Auxiliary Police members present. This memo will then be filed in the in-service training folder.
2. An entry regarding each in-service training session will be recorded in the "REMARKS" caption of A.F.S. form #11 (Daily Time Record) for each respective member. For example:

1/29/80 - Walkie Talkie Refresher - 2 hours

11/11/89 - Annual Use of Force & Baton Training - 6 hours

The rear of the Daily Time Record will be used if necessary.



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PROCEDURE No.

9-5

ANNUAL USE OF FORCE AND BATON TRAINING

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PURPOSE To review the use of force and baton techniques.

PROCEDURE 1. As mandated by the Municipal Police Training Council every auxiliary member who performs patrol duty MUST annually receive the following courses:

- Use of Force (3 hours)
- Baton Techniques (3 hours)

Any member who fails to attend BOTH training classes WILL NOT BE ASSIGNED TO PATROL DUTY. Furthermore, that member WILL BE DROPPED BY THE STATE FROM IT'S ROLLS.

2. Therefore upon receipt of his command's computerized printout sheet, every auxiliary coordinator will record, the date that his members were trained and acknowledge receipt of the "Use of Force" handout by circling either a yes or no. (This is in addition to procedure 9-5 of the Auxiliary Guide).

NOTE: EXCLUDED are those new auxiliary members who have completed their Self Defense Training within the calendar year.

Coordinators will enter, in the date attended column of the printout, 1989 for those members.

3. Those members who do not attend BOTH training sessions will be marked "Admin. Only" under the heading "Date Attended."

4. Auxiliary members AND precinct coordinators will initial, upon completion of training or administrative designation, the computerized printout.

5. Completed printout MUST be at Auxiliary Forces Section by December 15.

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PROCEDURE No. 10-1

AUXILIARY POLICE COMMUNICATIONS SYSTEM			
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PURPOSE

To permit communication with Auxiliary Police Officers in the field and a Precinct Base Station Dispatcher.

NOTE

This system is separate from the regular police division frequencies.

PROCEDURE

1. The following guidelines have been established for the operation of the Auxiliary Police Communications System:

BASE STATION

The precinct will be referred to as the "Base Station." It is advisable to have two (2) Auxiliary Officers assigned to the base station.

NOTE

A Division Radio MUST accompany a Base Station Dispatcher.

BASE STATION ASSISTANT

This member will continuously monitor the regular police division radio and immediately notify the Base Station Dispatcher of any priority messages which must be re-broadcast over the Auxiliary Police Communications Network.

Example:

If a 10-30 (Robbery in Progress) is broadcast over the division radio, the base station assistant will immediately relay all necessary information (exact location, type of incident, etc.) to the Base Station Dispatcher who will notify all field units. The Base Dispatcher will state, "67 Auxiliary Base to all 67 Auxiliary Units. Be advised that there is a 10-30 - Robbery in Progress at Flatbush and Church Avenues. Do not go in the vicinity of this area".

BASE STATION RADIO DISPATCHER

This member will be responsible for making all telephone notifications, appropriate entries on the Roll Call Supplement (A.F.S. 10A), and transmitting and receiving all messages pertaining to the Auxiliary unit.

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AUXILIARY POLICE COMMUNICATIONS SYSTEM

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Example:

When Auxiliary Police field officers request a police unit to respond to a location, the Base Dispatcher will relay the message as follows:

- To the Division Radio Dispatcher if IMMEDIATE assistance is needed.
- To 911 in other emergencies.
- To the precinct switchboard in non-emergence situations.

2. When only one (1) Auxiliary Officer is assigned to the Base Station, he shall perform the duties of Dispatcher and Base Station Assistant.

NOTE

Base Station Operators should ensure that there are no radios or music playing in the vicinity of the Base Station, since this will interfere with transmissions.

When one (1) Base Station handles two (2) or three (3) precincts, the adjoining precincts utilizing the same Base Station will send a Dispatcher to the Base Station on a "as needs basis".

REQUIRED ENTRIES ON ROLL CALL SUPPLEMENT - A.F.S. #10A

AFTER ROLL CALL

The Base Station Dispatcher will sign in on page 1 and 2 and the Base Station Assistant will sign in on page 1 of the Roll Call Supplement. The following information will be entered on page 1: ranks, names, assignments, team numbers (pairs of Auxiliary Police Officers will be designated by team numbers), and commands of auxiliary personnel performing field duty.

DURING THE TOUR

- A. If auxiliary teams are assigned to specific incidents, request police assistance, or report patrol conditions, the Base Station Dispatcher shall make appropriate entries on page 2 of the Roll Call Supplement.



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AUXILIARY POLICE COMMUNICATIONS SYSTEM

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EXPLANATION OF CAPTIONS ON PAGE 2 OF ROLL CALL SUPPLEMENT

Time Received - Refers to the time the Base Station Dispatcher received the transmission or notification; the time the Dispatcher signs in and out; and the time of certification of entries by Coordinator or Auxiliary Police supervisor.

Time Sent - Refers to the time the Auxiliary team is sent to an incident.

Member Sent - Refers to the Auxiliary team sent to an incident.

Disposition - Refers to the final disposition of an assignment. For example, resuming patrol, notified the telephone switchboard, etc.

NOTE

Auxiliary field officers may only give a final disposition for incidents dispatched from the Auxiliary Base Station. Members using regular division radios who come upon an incident to which a police unit is being dispatched, are not permitted to give final dispositions (for example, unfounded, condition corrected, etc.). The police will respond and give the Division Dispatcher the necessary disposition.

Time - Refers to the time of the final disposition.

- B. When the Base Dispatcher is relieved, he/she shall sign out and the relieving officer will sign in on page 1 and 2 of the Roll Call Supplement. When the Base Station Assistant is relieved the same procedure will be followed, but only on page 1.
- C. The Precinct Coordinator, or in his absence, an Auxiliary Police supervisor, will certify entries by entering the time and his signature on page 2 of the Roll Call Supplement.

AT THE COMPLETION OF THE TOUR

- A. The Base Station Dispatcher will sign out on page 1 and 2, and the Base Station Assistant will sign out on page 1 of the Roll Call Supplement.

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AUXILIARY POLICE COMMUNICATIONS SYSTEM

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- B. The Precinct Coordinator, or in his absence, an Auxiliary Police supervisor, will certify all entries by drawing a line through the next available space on page 1 and 2 of the Roll Call Supplement, and affix his initials thereto.
- C. The Base Station Auxiliary Police supervisor and Precinct Coordinator will sign page 1 of the Roll Call Supplement.

RESPONSIBILITIES OF PATROL OFFICERS

- A. Pairs of Patrol Officers will be designated as TEAMS, for example, 67 Precinct Auxiliary team #1.
- B. A fresh battery will be installed at the start of the tour.
- C. The portable radio will be kept in its carrying case.
- D. Do NOT leave a portable radio in an unattended RMP.
- E. Each member will safeguard his portable radio, and keep it on his person at ALL times during the tour.
- F. The frequency selector will remain in the position designated for each command.
- G. Members will not transmit unless the frequency is CLEAR.
- H. Unauthorized transmissions and profanity are PROHIBITED. Members will only use the radio for OFFICIAL BUSINESS.
- I. Members must begin transmissions by identifying themselves. For example, "67 Precinct, Auxiliary team 1 to 67 Auxiliary base - K". Use FULL precinct designations -109-69-9, etc.
- J. All transmissions will go through the Dispatcher. Field units will NOT transmit to one another.



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AUXILIARY POLICE COMMUNICATIONS SYSTEM

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- K. Non-emergency notifications or assignments to field members will be handled by giving units a "10-1" to call the Base Station Dispatcher.
- L. Non-emergency notifications to the Base Station Dispatcher will be handled via a telephone call.
- M. Since other auxiliary commands use the Auxiliary radio frequency, and other units may be trying to reach their Dispatchers, messages MUST be short and to the point.
- N. The use of radio code signals helps to make individual transmissions brief, thereby freeing the radio for others. It is recommended that Auxiliary personnel use code signals, if possible.
- O. Messages shall NOT be transmitted within 150 feet of any location where blasting operations may take place. Blasting caps may be detonated by an electronic signal. In addition, the radio shall be turned off and not used in the vicinity of a suspected explosive device.
- P. Members will not attempt any repair to the portable radio. If the radio is inoperative, the Precinct Coordinator must be notified.

NOTE

Underground Transit Patrol will only be done when a transit portable radio is provided along with a division or Auxiliary Police radio. (Example: 2 man patrol, 1 transit radio and 1 Auxiliary Police or 1 division radio)

- 3. A sufficient number of qualified Auxiliary personnel shall be designated Base Station Dispatchers and Assistants. The Precinct Coordinators will emphasize the importance of monitoring the police division frequency, and train each member in the proper use of the radio.
- 4. Adherence to the above guidelines will afford all members the capability for continuous radio communication, and help insure their safety while performing patrol duty.

AUXILIARY GUIDE

PROCEDURE No. 10-2



PORTABLE RADIOS - ISSUANCE AND ACCOUNTABILITY

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PURPOSE

To standardize the maintenance, safeguarding and recording of radio assignments.

PROCEDURE

1. ALL Auxiliary Police units which have been issued portable radios shall maintain a "Radio Assignment Log" (PD 647-141), "Radio Identification Record" (misc. 249) and "Defective Radios" form (misc. 250).
2. The RADIO ASSIGNMENT LOG shall be maintained as follows:
 - A. An Auxiliary Police supervisor shall be designated to issue portable radios. The supervisor's name shall be entered in caption "Issuing member".
 - B. The date shall be entered.
 - C. ONE page shall be used for each day portable radios are issued.
 - D. ALL RADIOS assigned to the Auxiliary Police unit shall be entered in caption "Radio No." (radio number).
 - E. The member to whom the radio is issued shall complete the following captions:
 1. "Rank"
 2. "Signature"
 3. "Post"
 4. "Case" (indicate "yes" if issued case; "no" if not issued case.)
 - F. The Auxiliary Police supervisor issuing radios shall indicate time and his/her initials.
 - G. At the end of the tour, the Auxiliary Police supervisor to whom the radio is returned shall indicate the time and his/her initials.
 - H. The "Remarks" caption shall include radios not assigned to field personnel. For example:
 1. At Command - operational
 2. At Command - defective
 3. At Radio Repair Shop for repair
 4. Listed on complaint report (lost/stolen)

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PORTABLE RADIOS - ISSUANCE AND ACCOUNTABILITY

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- I. The designated Auxiliary Police supervisor will be assigned to complete "Recapitulation" section on the bottom of the RADIO ASSIGNMENT LOG.
- J. The PRECINCT COORDINATOR shall verify all entries to ensure completeness and accuracy, and enter his/her signature in caption "Signature of Station House Officer".
3. The RADIO IDENTIFICATION RECORD shall be stapled to the inside cover of the RADIO ASSIGNMENT LOG. All radios assigned to the Auxiliary Police unit shall be listed. The Precinct Coordinator shall make an appropriate entry in the "REMARKS" column when a radio is permanently removed from the Auxiliary Police unit's inventory (lost, stolen, condemned, etc).
4. DEFECTIVE RADIOS - report shall be stapled to the rear cover of the RADIO ASSIGNMENT LOG. The Precinct Coordinator shall make appropriate entries when it is removed to the Radio Repair Shop for repair and returned to the command. The Precinct Coordinator will enter his/her signature in caption "Signature of Station House Officer".
5. Radio Assignment Logs, Radio Identification Records and Defective Radio forms shall be kept at all Auxiliary Police units which have been issued portable radios.

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PROCEDURE No. 10-3



TRANSMISSION OF BASE STATION RADIO CALL LETTERS

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PURPOSE

In accordance with Federal Communication Commission Regulations, ALL Auxiliary Police Base Stations in operation must transmit their designated call letters every half ($\frac{1}{2}$) hour.

PROCEDURE

1. On the hour and half hour, the Base Station Dispatcher will transmit: the time, the precinct designation and the Base Station call letters.

Example:

- A. Time is 2000 hours, 109 Precinct Auxiliary Police Base Station (call letters KNAG 636)
 - B. Time is 2030 hours, 109 Precinct Auxiliary Police Base Station (call letters KNAG 636)
2. Precinct Coordinators concerned will insure that instructions relative to the above and the designated call letters for the Base Station are clearly posted at the Base Station console.

AUXILIARY GUIDE

PROCEDURE No. 10-4



REPAIR OF COMMUNICATION EQUIPMENT

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PURPOSE

To permit the prompt reporting and repair of defective equipment.

NOTE

The maintenance and repair of Auxiliary Police portable radios, chargers and base stations is the responsibility of the Precinct Auxiliary Police Coordinator.

PROCEDURE

REPAIR OF BASE STATION

In the event of a malfunction in the operation of the Base Station, the Precinct Coordinator will make an immediate notification to the Radio Repair Shop.

Notification will include:

- a. Type of defect (specify exact problem, for example, unable to transmit or receive);
- b. If problem affects only a certain geographical area of the precinct;
- c. Exact location of the Base Station.

REPAIR OF PORTABLE RADIOS

Defective portable radios will be delivered to the Radio Repair Shop for repair by Auxiliary Precinct Coordinator.