

GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: AUXILIARY POLICE

NUMBER: 530.9

CANCELS ORDER DATED: 7-1-08

ISSUE DATE: 04-01-13

I. PURPOSE

This General Order establishes the policies and procedures applicable to the Fairfax County Auxiliary Police Unit. Unless specifically exempted, all other General Orders also apply to the Fairfax County Auxiliary Police Unit. The auxiliary police mission is to support the Police Department in both operational and administrative areas to maximize the availability of employed police officers. The Auxiliary Police Unit is comprised of non-paid volunteer citizens.

II. POLICY

The Auxiliary Police Unit was established under the authority of the *Code of Virginia*, Section 15.2-1731, and Chapter 13 of the *Code of the County of Fairfax*, and is operated in accordance with these code sections. The Auxiliary Police Program is under the administrative control of the Traffic Division. However, auxiliary police officers (APOs) assigned to a station or division will be under the operational command and administrative control of the applicable commander. The selection, appointment, and tenure of APOs will be determined by the Chief of Police or his designee. APOs may exercise police authority only when on duty.

III. QUALIFICATIONS

APOs will be assigned a status of Level I, Level II, Level III, Level IV, or "Leave of Absence", (LOA). The status will delineate the range of activities an auxiliary officer is permitted to undertake. APOs shall be aware of their status and conduct themselves accordingly. If at any time an APO is directed by a superior officer to perform a function that is beyond their permitted level of activity, they will advise the superior officer of the limitations of their status. Commanders and supervisors should also ensure that they are aware of the level designation of APO under their supervision, and that the duties assigned to that APO do not exceed the permitted scope.

A. Level parameters are established as follows:

1. Level I – Recruits that are currently going through the APO recruit training curriculum at the Criminal Justice Academy.

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2. Level II: A classification that will be used for those current Level III and Level IV APOs who can no longer meet the requirements of those levels, but who wish to remain as APOs. APOs at this level perform primarily administrative, logistics, training, crime prevention, and public support duties, and may perform operational support duties at the discretion of the commander.
3. Level III - APOs assigned to this level and who meet all training requirements are eligible to perform patrol augmentation, law enforcement, and other operational duties, as well as administrative support and non-law enforcement related duties.
4. Level IV – Level IV APOs perform all tasks associated with Level III APOs. In addition, they may perform solo patrol functions that are described in detail in Sections III, G, H, and I of this General Order.
5. Leave of Absence (LOA) - Only existing APOs in good standing will be eligible to change their status to “LOA” for reasons limited to temporary personal circumstances that prohibit them from working. Those APOs changing status to this level will be prohibited from exercising police powers and may not be eligible for the property tax benefits or may not receive the uniform cleaning allowance of Level II, Level III, and Level IV APOs. APOs in this status will turn in their Police ID and badges, but they may keep their building pass.

APOs may request a leave of absence by memorandum through their commander to the Traffic Division commander. APOs on a leave of absence and in good standing are eligible to return to Level II, Level III, or Level IV status, provided they have maintained the respective Level qualifications. In the event the affected APO requests to return to Level II, Level III, or Level IV status, that APO must submit a memorandum to the Traffic Division commander. APOs may be assigned to “LOA” status for up to one year; after that time their status will be reevaluated.

6. All APOs must meet the same age requirements as those for employed police officers. APOs above the age of 70 will be required to obtain a yearly physical from their personal physician confirming

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that they are both physically and mentally capable of performing the duties and responsibilities associated with their assigned level within the APO program. These requirements are identified in the APO applicant medical form. The applicant medical form can be obtained from the APO coordinator and shall be signed by the personal physician. The results of the physical will be filed yearly with the APO coordinator in conjunction with the APO's birth date.

7. Medical Temporary Restricted Duty - APOs who are temporarily unable to perform physical duties and/or tasks because of injury or health problems will be classified as "Restricted Duty." Restricted duty is designed for APOs in good standing that for reasons beyond their control (e.g., hospitalization, etc.) can no longer perform certain assignments. APOs assigned to restricted duty will be prohibited from exercising police powers and will not be allowed to drive a marked cruiser.

An APO on restricted duty status must provide a physician's evaluation that specifies activities they are able to perform. APOs assigned to restricted duty will be restricted to tasks in accordance with written instructions by their physician. They may not return to full duty status until they are cleared by their physician to perform normal duties and assignments.

APOs may be assigned to restricted duty for up to one year; after that time their status will be reevaluated.

- B. Any LOA or Level II APO who desires a change to Level III status must:
 1. Currently meet all training requirements as set forth by the Department.
 2. Submit a "Report of Medical Status" form indicating that APO is capable of performing the essential job tasks required of a police officer as described under the full duty physical requirements.
- C. Any Level III APO who desires to be considered for a change in status to Level IV, or any LOA APO who wishes to be reinstated to Level IV must:

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1. Comply with Level III training requirements as set forth by the Department.
 2. Perform at least 800 hours of total service.
 3. Perform a minimum of one year service from completion of FTI program.
 4. Successfully pass the FIT test as regulated in SOP 05-020, Respiratory Protection Program.
 5. Submit a written memorandum to their division/station commander requesting consideration for the Level IV status. Upon receipt of this request, the commander will review the permanent file, the officer's total service hours (verifying at least 800 hours of total service), and training records to determine that APO's suitability for Level IV.
 6. If the division commander returns a favorable recommendation, the APO's request will be forwarded to the Traffic Division commander for final review. The names of APOs chosen for the Level IV program will be forwarded to the APO coordinator, who will coordinate the required training with the Fairfax County Criminal Justice Academy.
 7. LOA APOs who desire to return to Level IV status must submit a "Report of Medical Status" form indicating that the APO is capable of performing all essential job tasks required of a police officer prior to the start of training.
 8. APOs who have been selected for Level IV will be required to successfully complete additional training as determined by the Fairfax County Criminal Justice Academy. Upon successful completion of training, each Level IV APO will be required to complete a field training program before being eligible to function as a Level IV.
 9. Level III or Level IV APOs who fail to meet the requirements of their assigned level will be reassigned to the appropriate APO level.
- D. Administrative support duties that may be performed by all APOs include, but are not limited to, the following:

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1. Routine office duties.
 2. Records compilation, sorting, and filing.
 3. Telephone staffing.
 4. Information desk duties.
 5. Photocopying and photographic tasks.
 6. Computer activities.
 7. Assisting in crime prevention and crime analysis tasks.
 8. Fingerprinting activities in conjunction with public identification programs sanctioned by the Police Department.
 9. Traffic surveys.
 10. Assisting in conducting classes presented by the Fairfax County Police Department.
 11. Inventory control and record keeping.
- E. APOs assigned to Level III may perform the following additional duties:
1. Support patrol (foot, bike, and motorized) operations and patrol activities as directed by appropriate authority.
 2. Assist in traffic direction and/or crowd control.
 3. Conduct witness and information surveys in support of employed police officers.
 4. Provide security for police property and police structures.
 5. Secure crime scenes.

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6. Assist in crime prevention activities and crime analysis tasks.
- F. APOs assigned to LOA and Level II, at the discretion of the Traffic Division commander, may be called into service in a limited Level III capacity with the Police Department when:
1. It is deemed necessary, or
 2. There is an emergency, civil unrest, or disaster, or
 3. There are insufficient numbers of police officers to preserve the peace, safety, and good of the community.
- G. Level IV APOs may respond as back-up units to the following events:
1. Destruction of property (report only)
 2. Police service complaints
 3. Larceny (report only)
 4. Traffic control
 5. Disabled vehicles
 6. Abandoned vehicles
 7. Traffic hazards
 8. Parking complaints
 9. Lost/found property cases
 10. Vehicle tampering (report only)
 11. Stolen vehicle (report only)
 12. Radar surveys

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13. All motor vehicle crashes
 14. Civil cases (report only)
 15. Soliciting complaint cases (report only)
 16. Juvenile runaways and missing juvenile reports, consistent with General Order 602.2, Arrest and Detention of Juveniles, Section IX., D., 2.
- H. Level IV APOs may respond to the following events when two employed officers have been dispatched and one has arrived on the scene:
1. Loitering
 2. Destruction of property in progress
 3. Alarms
 4. Animal cases
 5. Assaults
 6. Bomb threats
 7. Burglary in progress
 8. Domestic disturbance and domestic violence
 9. Explosive devices
 10. Drownings
 11. Drunk in public
 12. DWI
 13. Larceny in progress

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If an APO arrives before the employed officers, they shall stage in a safe location and await the arrival of an employed officer.

- I. Level III and IV APOs who have received the additional training and have been granted the authority are eligible to self-dispatch or be dispatched to animal cases. Should the event involve a violation of law that is in progress, an employed police officer or animal control officer shall respond. If an APO arrives before the employed officers, they shall stage in a safe location and await the arrival of an employed officer.

Additionally, Level III and IV APOs specifically trained in field euthanasia by the Animal Services Division, may, in compliance with General Order 540.1 Use of Force, provide humane dispatch of injured animals and other wildlife after requesting supervisory approval.

IV. SERVICE REQUIREMENTS

- A. Level II, Level III, and Level IV APOs are required to work a minimum of 24 hours a month or 288 hours per calendar year.

Minimum duty time requirements are to ensure updated training and performance compatibility between APOs and employed members of the Department.

- B. APOs are required to submit a Monthly Activity Log (PD 132) to the APO coordinator via their station Lead Auxiliary Officer. The PD 132 will be submitted during the first week of each month. The Lead APO will submit the station report to the APO coordinator (or designee) and the station commander by the 10th of each month. The APO coordinator, at the direction of the Traffic Division commander will review each month's reports to ensure compliance with minimum hour and training requirements.

- C. APOs may receive a reduced personal property tax rate, provided that they meet the following conditions:

- 1. Be a Level II, Level III, or Level IV APO.
- 2. Must be a Fairfax County resident.

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3. Be in good standing (as determined by the APO coordinator).
4. Have completed at least the minimum service hours in the calendar year immediately preceding certification.

This benefit applies to only one vehicle per eligible APO.

Only the Chief of Police can certify to the Director of Tax Administration those APOs who have been deemed eligible.

V. AUTHORITY

- A. When on duty, a Fairfax County APO will exercise the full law enforcement authority of an employed police officer, except as restricted by this General Order and/or command directive. These restrictions are imposed in the interest of officer safety. These restrictions may be waived at the discretion of the Chief of Police, or designee, or as indicated in this General Order.
 1. An APO will be considered on duty when:
 - a. The APO has reported to his or her assigned place of duty.
 - b. The APO responds to assist a law enforcement officer in the performance of his or her duties.
 - c. The APO takes law enforcement action under life-threatening circumstances, consistent with their training and responsibilities.
 - d. Traveling to and from an assignment in an official vehicle.
- B. An off-duty APO retains the status of private citizen. The use of police identification or any Department-issued weapon by an off-duty APO is not authorized.
- C. APOs will not carry firearms while on duty or in uniform unless directed by order of the Chief of Police. All Level III and Level IV APOs will be trained in

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the proper care and handling of both the Department handgun and shotgun. APOs may perform routine duties such as, but not limited to, weapons cleaning, and duties such as operating County vehicles equipped with shotguns.

APOs are not authorized to carry or possess a concealed weapon while off duty, based on their position with the Auxiliary Police Unit. This does not prevent an APO from applying independently for a concealed weapon permit. However, an APO who utilizes a concealed weapon while off duty will be acting only in the capacity of a private citizen and will not be acting as an agent of the Fairfax County Police Department or the County of Fairfax. This corresponds to Section II, Policy, of this General Order, which states APOs may exercise police authority only when on duty.

APOs who are currently qualified in accordance with Department standards may utilize a shotgun under the following circumstances:

1. Removing a shotgun from a Department vehicle, unloading it, and storing it in a designated and secured armory prior to transporting a vehicle for maintenance, or when directed to do so for cleaning and inspection.
 2. At the direction of an employed officer during the course of an event which the employed officer determines is life threatening to the officer or the APO.
 3. Under the most exigent circumstances, in accordance with General Order 540.1, Use of Force, the APO must have articulable grounds and believe the use of the shotgun is necessary for self-defense.
 4. At the direction Chief of Police, APOs may be armed with a shotgun to address the needs of the Department during a declared emergency.
- D. Level III and Level IV APOs who are currently qualified in accordance with Department standards may utilize the Conducted Energy Weapon (CEW) under the following circumstances:
1. APOs must satisfactorily complete Department certification training

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prior to carrying or using the CEW.

2. Only Department-issued CEW holsters shall be carried by the APO on duty.
 3. Command authorization is required to carry and use the CEW while on duty. The APO's commander, as determined by regular assignment, shall make this determination based on operational need. Such authorization shall be documented in a memorandum at the station or division level, based on the APO's assignment. A copy of the authorization memorandum shall be placed in the APO's personnel file.
 4. Use of this system by an APO shall be in accordance with General Order 540.1, Use of Force, (G), Non-Deadly Use of Force.
 5. Level III APOs may carry a CEW only under the following circumstances:
 - a) When riding with an employed officer on patrol
 - b) When paired with an employed officer for a special assignment.
 - c) At the direction of the station commander for a specific assignment.
- E. Level III and Level IV Auxiliary Officers APOs who wish to become CEW certified must obtain command authorization to attend the CEW certification training. The APO's commander, as determined by their regular assignment, shall make this determination based on operational need, the APO's assignment, and training space availability.

VI. TRAINING

- A. APO recruits must complete the required minimum training period prior to being sworn or allowed to perform any operational duties. Administrative duties authorized by the APO coordinator may be performed prior to

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completion of training requirements. APO recruits will attend the Basic Auxiliary Police Officer Course conducted by the Fairfax County Criminal Justice Academy. After completion of the academy and being sworn-in, Level III APOs will complete the prescribed field training. All APOs will complete a minimum of 40 hours of Department of Criminal Justice Services (DCJS) approved law enforcement related training every two calendar years.

Normally this training will be conducted under the purview of the Fairfax County Criminal Justice Academy. However, other options (e.g., law enforcement training seminars, computer classes) may be considered acceptable alternatives. APOs who wish to pursue alternative training must coordinate with the APO coordinator. Level III and IV APOs must complete the following annual training:

1. Firearm's qualification for the shotgun and familiarization with the handgun
 2. Pepper spray
 3. Baton/ASP certification
 4. CPR certification
 5. Legal
 6. CEW (Conducted Energy Weapon), if required to maintain certification
- B. Level III APOs not meeting Level III training requirements will have their status changed to Level II status. Upon completion of the required Level II training, they may be reinstated to Level III.
- C. During their initial training period, APO recruits may accompany patrol officers as civilian ride-along participants. The APO recruits will perform no official duties while participating in the ride-along. The preapproval ride-along form is not required for an APO recruit; however, the ride-along shall be documented in the Field Contact module.
- D. Level III APOs who desire to change their status to Level IV must successfully complete additional formal training as directed by the Fairfax

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County Criminal Justice Academy. After the academy training is complete, all Level IV candidates must also complete a field training program as designated by the Fairfax County Criminal Justice Academy.

VII. ARREST AUTHORITY

Physical arrest and the issuing of traffic summonses and parking tickets APOs will be subject to the following conditions:

A. Physical Arrest

Level III and Level IV APOs may make a physical arrest only when accompanied by an employed officer on specific assignments. If an employed officer and an APO are working together, and have multiple subjects to arrest, the APO may make the arrest using his (or her) assigned EIN.

APOs will not make physical arrests during routine patrol other than under the most exigent circumstances.

B. Uniform Summons

Level III and Level IV APOs may issue a uniform summons only when accompanied by an employed officer on a specific assignment. For example, if an employed officer and an APO are working a road check, the APO may write a summons using their own assigned EIN. APOs will not issue a uniform summons accompanied by an employed officer, except when issuing a summons for the parking related offense of improper use of a disabled parking placard.

C. Parking Tickets

Unaccompanied Level III and Level IV APOs may issue parking tickets.

VIII. VEHICLE OPERATION

A. APOs may operate County owned vehicles only if they are on duty and they

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have completed the vehicle operations portion of the APO Basic Academy.

- B. Level II APOs may only operate marked police vehicles for the following purposes (see restriction Section III (A) (3)):
 - 1. Transportation to and from maintenance facilities.
 - 2. Administrative purposes.
 - 3. Transportation to and from an assignment location.
 - 4. Special assignments as directed by the division or station commander.
- C. APOs will not use any vehicle to pursue other vehicles or drive in an emergency manner.
- D. APOs shall not conduct traffic stops unless accompanied by an employed officer.

IX. UNIFORMS

- A. APOs are issued a dark blue uniform that distinguishes them from employed officers. However, for special assignments such as marine or bike patrol, the Traffic Division commander may authorize an approved alternate uniform.
- B. An APO's uniform and personal appearance will be maintained in accordance with Standard Operating Procedures 04-002, Police Uniforms, Personal Equipment, and Civilian Clothing; 04-003, Personal Appearance and Grooming; and 04-004, Hand Salute, with the following exceptions:
 - 1. The APO's badge and service cap brass will be annotated "Auxiliary."
 - 2. APO uniform patches will be annotated "Auxiliary Police Fairfax County Virginia," instead of "Police Fairfax County."
 - 3. APOs shall wear the issued pin on the flap of the right pocket on the uniform shirt and jacket with the number 2, 3, or 4, dependant on their

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level of participation in the APO program.

4. Level II APOs shall only wear the duty uniform to ceremonial events, while performing administrative duties (duties with no public contact), and/or specific assignments during which Fairfax County Police Department uniformed officer(s) are present. In all other circumstances in which Level II APOs will be in public contact, they shall wear the issued APO polo shirt.

- C. APOs are eligible for departmental awards in accordance with this General Order. APOs who have received an Award for Valor, Meritorious Service Award, or Driving Award are permitted to wear the award as shown in Standard Operating Procedure 04-002, Police Uniforms, Personal Equipment and Civilian Clothing. Service Hour pins are to be worn in the same location as Driving Award pins.

X. RESPONSIBILITIES

- A. The APO Program is under the administrative control of the Traffic Division. However, APOs assigned to a station or division will be under the operational command and administrative control of the applicable commander. The selection, appointment, and tenure of APOs will be determined by the Chief of Police, or his designee. The Traffic Division commander or his designee maintains the personnel records of all APOs. All APO background investigation records will be maintained by the Personnel Resources Division. The training records of all auxiliary police officers will be maintained by the Criminal Justice Academy.
- B. There is no formal rank structure within the Auxiliary Police Unit. However, each station or division commander with a complement of APOs will appoint a Lead APO to coordinate the day to day activities of APOs at that station/division. The Lead APO acts on behalf of the station/division commander. APOs are subordinate to employed officers. Commanders and supervisors may temporarily designate specific APOs to plan, coordinate, and execute an operational, training, or administrative activity and they may be delegated the authority to give direction to other APOs involved in the same assignment. To be considered for the position of Lead APO, an APO must meet the following minimum qualifications:

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1. Perform a minimum of two years of service after completing the APO FTI program.
 2. Be in good standing (as determined by the APO coordinator).
 3. Have completed at least the minimum service hours in the calendar year immediately preceding consideration for the position.
 4. Be a Level II, Level III, or Level IV APO.
- C. The Traffic Division commander will select an APO coordinator. The APO coordinator will administer the program at the direction of the Traffic Division commander, which includes assisting APOs with equipment and uniform replacements, monitoring the duty hour requirements for all APOs, and notification to the Traffic Division commander to initiate personnel actions as appropriate. The APO coordinator, in coordination with the Traffic Division commander, may assign APOs to assist in supporting the various aspects of the program (e.g., training, recruitment, records management, etc.) The formal support staff organization will be a matter of procedure rather than general order. The APO coordinator oversees the recruitment and training of APOs. The APO coordinator meets regularly with Lead APOs to discuss issues of mutual interest.
- D. During the training session, and until graduation and assignment, APOs applicants are under the operating control of the Criminal Justice Academy and administrative control of the Traffic Division commander. The Traffic Division commander, or a designee, will be responsible for determining the initial assignment location and any subsequent transfers of APOs.
- E. The APO coordinator will be responsible for coordination of auxiliary police officer coverage for major special events. Coverage of station-level special events and station call-outs normally will be coordinated by that station's Lead APO.
1. If a station commander cannot adequately staff a given event with the APOs assigned to the station, a request for APO assistance will be made to the APO coordinator as far in advance of the event as possible.

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2. Once the request is received, the APO coordinator will attempt to fill the request by soliciting volunteers from the master roster. Once an APO has volunteered for any event, the officer is obligated to duty at that event, unless excused in advance by the supervisor in charge. The Lead APO or APO coordinator will advise the affected commanders when an APO has been temporarily assigned elsewhere for an event.
 3. The APO coordinator will fill requests for auxiliary police assistance according to the date received. Exceptions to this policy can be authorized by the Traffic Division commander.
- F. All APOs who are in good standing as determined by the APO coordinator, will receive a uniform cleaning allowance. Each July, the APO coordinator will submit the names and EIN of those APOs who qualify for the uniform cleaning allowance. To qualify, APO must have been in the program for a year; have at least 144 service hours by 1 July; and must not be on light duty.

XI. REPORTING INJURIES

A. On Duty Injuries

1. APOs who sustain personal injuries while on duty will report the circumstances orally to a supervisor immediately.
2. Should the injury require emergency medical treatment or hospitalization, a "Medical Status Report" form will be submitted at the time of treatment to the attending physician. The supervisor responsible for investigating the injury will request that the physician complete and sign this form.
3. In all cases, a police supervisor will investigate the circumstances of the injury and submit a written report of the findings. The injured officer, after reviewing and agreeing to the findings, will initial the report. The report will be directed to the Chief of Police, via the appropriate commanders, with a copy directed to the APO coordinator

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and the Traffic Division commander. A determination of light duty, leave of absence, or return to duty will be made by the Traffic Division commander.

4. APOs are not covered under the "Worker's Compensation Act." Therefore, the form entitled Employer's First Report of Accident is not required. APOs are covered under a group accident policy administered by a private agency. The APO coordinator will maintain the current insurance policy information and will furnish such information upon request to hospital personnel.
5. The Traffic Division commander will file all claims on behalf of APOs injured on duty. The investigating supervisor will submit a copy of the investigation report to the Traffic Division commander within 24 hours to facilitate the timely filing of the claim.

B. Off Duty Injuries

1. Whenever an APO sustains an illness or is injured off-duty, to the extent that the APO is unable to fulfill their monthly duty requirement or will be unavailable for emergency call-out, the APO coordinator will be notified by memorandum. A determination of light duty, leave of absence, or return to duty will be made by the Traffic Division commander.
2. The APO coordinator will be notified within 48 hours of the injury/illness, or as soon as the APO is capable of doing so.

XII. EMERGENCY CALL OUT

- A. All APOs will provide their home and work telephone numbers to the APO coordinator.
- B. The APO coordinator will be responsible for maintaining a current emergency call out list for all County-wide emergency call outs involving APOs. This list will be updated and provided to the police liaison commander (PLC) and DPSC by the Traffic Division commander.

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- C. Station Lead APOs may, at the direction of a police supervisor, initiate a call out for those APOs assigned to their district station. The APO coordinator may, at the direction of a supervisor, initiate a call out for those APOs assigned to any station or division.

XIII. DISCIPLINARY PROCEDURES

- A. Unless expressly stated otherwise herein, the provisions of this section will apply only to APOs of the Fairfax County Police Department. Nothing contained in this section will prohibit the informal counseling of an APO by a supervisor regarding minor infractions of departmental policy or procedure which do not result in disciplinary action being taken.
- B. Due to the voluntary nature of the Auxiliary Police Unit and the provisions of *Code of Virginia*, Section 15.2-1731 and Chapter 13 of the *Code of the County of Fairfax*, disciplinary procedures for APOs are as detailed below, rather than General Orders 310.1, Oral Reprimand/Verbal Counseling and 310.2, Disciplinary Actions and Appeals. Specifically, APOs are not afforded disciplinary procedure guarantees under Chapter 5 of Title 9.1 of the 1950 *Code of Virginia*, as amended (Law Enforcement Officers' Procedural Guarantees Act). Any disciplinary decision made by the Chief of Police or his designee regarding relief from duty or dismissal will be final.
- C. Disciplinary Actions

Upon the classification of any alleged violation as sustained, the following types of disciplinary action may be imposed.

1. Oral Reprimand - To be administered and documented as specified by Section E.1.
2. Written Reprimand - To be prepared and administered to the APO by the effected station/division commander.
3. Suspension - for a period not to exceed 90 days.
4. Transfer for punitive reasons.

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5. Dismissal from the APO Program - To be administered only upon review of the investigation by the Chief of Police.

D. Disciplinary Authority

Bureau, division, and station commanders, and equivalent civilian supervisors may impose disciplinary action in accordance with the following guidelines:

1. Oral Reprimand
2. Written Reprimand

Commanders and equivalent civilian supervisors who determine that disciplinary measures that go beyond their authority are warranted will submit their findings and recommendations to the OSB commander. The OSB commander will oversee the disciplinary process for consistency and application.

E. Procedures

1. Oral Reprimand
 - a. When a sworn supervisor or civilian supervisor of an equivalent grade deems that an informal oral reprimand or warning is warranted, the supervisor will maintain a record of the discussion, adhering to the following rules:
 - 1) The auxiliary officer will be advised at the time of the counseling that an informal written record of the reprimand is being kept and that the auxiliary officer may review the record.
 - 2) APOs will be further advised that they may file a statement, setting forth their position in 200 words or less, if they disagree with the contents of the counseling record.
 - 3) Oral Reprimand forms will not be attached to

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subsequent disciplinary actions. The fact and particulars of prior oral reprimands will be included in written reprimands, if relevant to subsequent disciplinary action.

- 4) The record of the oral reprimand is to be maintained solely as evidence of the prior counseling.
 - 5) Oral Reprimand forms will not be included in the APO's permanent personnel file.
 - 6) Oral Reprimand forms will be retained for a period of time not to exceed one year, except, in the event that subsequent disciplinary action is taken within that year, the form will be retained for a period one year from the date of the most recent disciplinary action.
- b. The Oral Reprimand session will be documented in the administrative investigation report if imposed as part of a formal investigation.
- c. The Oral Reprimand form will be retained at the station or division level. The form will not be included as part of the Internal Affairs Bureau case file.

2. Written Reprimand

- a. Division/station commanders and civilian supervisors of an equivalent grade who have determined that an offense is of such a nature that a record should be placed in an APO's permanent personnel folder, a written reprimand will be prepared. The memorandum will contain:
 - 1) A statement of charges in sufficient detail to enable the APO to understand fully the violation, infraction, conduct or offense for which the discipline is being administered.
 - 2) A statement that it is an official written reprimand, and

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that it will be placed in the APO's permanent personnel file;

- 3) A statement of previous offenses in those cases where the letter is considered a continuation of progressive discipline;
 - 4) A statement that similar occurrences could result in more severe disciplinary action.
- b. The APO will acknowledge the receipt of the memorandum by signature and date.
 - c. The written reprimand, together with the administrative investigation report, will be forwarded to the OSB Commander for review.
3. Suspension, Punitive Transfer, Dismissal
- a. Division/station commanders, and civilian supervisors of an equivalent grade, may make recommendations to the OSB commander regarding the imposition of disciplinary action which exceeds their authority or presents a possible conflict of interest.
 - b. The OSB commander will review all cases involving a recommendation for suspension, punitive transfer, or dismissal of APOs. Upon finding the charge sustained, the OSB commander will submit a memorandum recommending disciplinary action to the Chief of Police.
 - c. In any case where the disciplinary recommendation originates at the bureau level (i.e., investigations conducted by the Internal Affairs Bureau), the assigned division commander will meet with and advise the accused APO of the disciplinary action being recommended.
 - d. A copy of the investigative report file, and all related documents will be forwarded to the Chief of Police through the

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chain of command. The APO coordinator will place copies of all correspondence in the auxiliary officer's permanent file. The accused APO will be notified by memorandum of the findings of the Chief of Police and the disciplinary action(s) to be imposed.

F. Appeals

Appeals may be made to the Chief of Police from disciplinary actions taken at a level of command below the Office of the Chief of Police. In all cases, the decision of the Chief of Police, or a Deputy Chief of Police, is final.

XIV. CONFIDENTIALITY

- A. APOs may have access to confidential records, such as criminal histories, DMV files, or current investigations, as their duties dictate. In addition to training regarding unauthorized disclosure of such records, each APO must sign a nondisclosure agreement. Unauthorized disclosure of any confidential information, verbal or written, will be grounds for immediate dismissal and possible criminal prosecution.
- B. APOs are not authorized to release any criminal history information or Virginia Criminal Information Network (VCIN) information to anyone outside the Police Department.

XV. PERSONNEL RECORDS

The Traffic Division commander will maintain the permanent personnel records of all APOs. Commanders and equivalent civilian supervisors should ensure that copies of all relevant correspondence are sent to the Traffic Division for filing.

XVI. LEGAL REFERENCES

- A. *Code of Virginia*
 - 1. 15.2-1731
 - 2. 15.2-1733

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3. 15.2-1734

B. *Code of the County of Fairfax*
Chapter 13, Article 1

XVII. ACCREDITATION STANDARDS REFERENCE

VLEPSC
ADM. 12.01

This General Order becomes effective April 1, 2013, and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

Chief of Police

APPROVED BY:

County Executive