
GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: AUXILIARY POLICE

NUMBER: 530.9

CANCELS ORDER DATED: 4-1-05

ISSUE DATE: 7-1-08

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 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 Operations Support Bureau. However, Auxiliary officers 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 auxiliary officers will be determined by the Chief of Police or his designee. Auxiliary officers may exercise police authority only when on duty.

III. QUALIFICATIONS

Auxiliary officers 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. Auxiliary officers shall be aware of their status and conduct themselves accordingly. If at any time an auxiliary officer 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 any auxiliary officer under their supervision, and that the duties assigned to that auxiliary officer 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. Leave of Absence, (LOA) - Only existing auxiliary officers 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. Auxiliary Officers in this status will turn in their Police ID and badges, but they may keep their building pass.

Auxiliary police officers may request a leave of absence by memorandum through their commander to the Operations Support Bureau 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 their 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 Operations Support Bureau Commander. Auxiliary officers may be assigned to "LOA" status for up to one year; after that time their status will be reevaluated.

3. Level II - Officers assigned to this level perform primarily administrative, logistics, training, crime prevention, and public support duties. APOs assigned to Level II may perform operational support duties at the discretion of their Commander.
4. Level III - Auxiliary officers assigned to this level, 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.
5. Level IV – A Level III Auxiliary Officer who has demonstrated the ability, may be eligible for Level IV status. Level IV APOs perform all tasks associated with Level III Auxiliary officers. In addition, they may perform solo patrol functions that are described in detail in Sections III, G, H, and I of this general order.
6. All Auxiliary officers must meet the same age requirements as those

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for employed police officers. Auxiliaries above the age of 70 will be required to obtain a yearly physical from their personal physician confirming that they are both physically and mentally capable of performing the duties and responsibilities associated with their assigned level within the Auxiliary Police program. These requirements are identified in the auxiliary applicant medical form. The applicant medical form can be obtained from the Auxiliary Coordinator and shall be signed by the personal physician. The results of the physical will be filed yearly with the Auxiliary Coordinator in conjunction with the Auxiliary Officer's birth date.

7. Medical Temporary Restricted Duty - Auxiliary officers 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 auxiliary officers in good standing that for reasons beyond their control (e.g., hospitalization, etc.) can no longer perform certain assignments. Auxiliary officers assigned to restricted duty will be prohibited from exercising police powers and will not be allowed to drive a marked cruiser.

An auxiliary officer on restricted duty status must provide a physician's evaluation that specifies activities they are able to perform. Auxiliary officers 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.

Auxiliary officers 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 the auxiliary officer is capable of performing the essential job tasks required of a police officer as described under the full duty physical requirements.

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- 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:
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. 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.
 5. If the Division Commander returns a favorable recommendation, the APO's request will be forwarded to the Operations Support Bureau Commander for final review. The names of APOs chosen for the Level IV program will be forwarded to the Auxiliary Coordinator who will coordinate the required training with the Fairfax County Criminal Justice Academy.
 6. LOA APOs who desire to return to Level IV status must submit a "Report of Medical Status" form indicating that the auxiliary officer is capable of performing all essential job tasks required of a police officer prior to the start of training.
 7. Auxiliary officers 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.
- D. Administrative support duties that may be performed by all auxiliary police officers include, but are not limited to, the following:
1. Routine office duties.

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2. Records compilation, sorting, and filing.
 3. Telephone staffing.
 4. Information desk duties.
 5. Photocopying, microfilming, 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. Auxiliary officers 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 at the following locations:
 - a. accident scenes;
 - b. school crossings;
 - c. special school activities;
 - d. special events;

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- e. other locations/functions as directed by competent authority.
- 3. Fulfill guard responsibilities in hospitals where persons under lawful detention are receiving treatment.
- 4. Conduct witness and information surveys in support of employed police officers.
- 5. Provide physical plant security for police property and police structures.
- 6. Secure crime scenes.
- 7. Assist in crime prevention activities and crime analysis tasks.
- F. APOs assigned to LOA and Level II, at the discretion of the Operations Support Bureau 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 III APO's, who have received the additional training and have been granted the authority to function as Level IV Auxiliary Officers, are eligible to handle the following:
 - 1. 10-99 motor vehicle crashes
 - 2. Destruction of property (report only)
 - 3. Police service complaints
 - 4. Larceny (report only)

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5. Traffic control
 6. Disabled vehicles
 7. Abandoned vehicles
 8. Traffic hazards
 9. Parking complaints
 10. Lost/found property cases
 11. Vehicle tampering (report only)
 12. Stolen vehicle (report only)
 13. Radar surveys
- H. Level IV APOs may self dispatch, or be dispatched as back-up units to the following events:
1. All cases listed in Section G
 2. All motor vehicle crashes
 3. Civil cases
 4. Soliciting complaint cases
 5. Juvenile runaways and missing juvenile reports, consistent with General Order 602.2, Arrest and Detention of Juveniles, Section IX.9.D.2.
- I. Level IV APOs may self dispatch as back-up to the following events when two employed officers have been dispatched and one has arrived on the scene:
1. Loitering

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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

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

- J. 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.

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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 Auxiliary Coordinator via their station Lead Auxiliary Officer. The PD 132 will be submitted during the first week of each month. The Lead Auxiliary Officer will submit the station report to the Auxiliary Coordinator (or designee) and the Station Commander by the 10th of each month. The Auxiliary 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. Auxiliary police officers 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 Auxiliary Police Officer.
2. Must be a Fairfax County resident.
3. Be in good standing (as determined by the Auxiliary 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 Auxiliary Police Officer will exercise the full law enforcement authority of an employed police officer, except as restricted

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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 Auxiliary Police Officer will be considered on-duty when:
 - a. The auxiliary officer has reported to his or her assigned place of duty.
 - b. The auxiliary officer responds to assist a law enforcement officer in the performance of his or her duties.
 - c. The auxiliary officer 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. Auxiliary officers 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 Auxiliary Police Officers will be trained in the proper care and handling of both the Department handgun and shotgun. Auxiliary officers may perform routine duties such as, but not limited to, weapons cleaning, and duties such as operating County vehicles equipped with shotguns.

Auxiliary officers 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 auxiliary officer.
3. Under the most exigent circumstances, in

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accordance with General Order 540.1, Use of Force, the APO must have articulable grounds and believes the use of the shotgun is necessary for self-defense.

4. At the direction Chief of Police, Auxiliary officers may be armed with a shotgun to address the needs of the Department during a declared emergency.
- C. Level IV Auxiliary officers who are currently qualified in accordance with Department standards may utilize the Conducted Energy Device (C.E.D.) under the following circumstances:
1. APOs must satisfactorily complete Department certification training prior to carrying or using the C.E.D.
 2. Only Department issued C.E.D. Holsters shall be carried while on-duty by the Auxiliary.
 3. Command authorization is required to carry and use the C.E.D. 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, (C), Non-Deadly Use of Force.
- D. Level IV Auxiliary Officers who wish to become CED certified must obtain command authorization to attend the CED certification training. The APO's commander, as determined by their regular assignment, shall make this determination based on operational need, the auxiliary's assignment, and training space availability.

VI. TRAINING

- A. Auxiliary recruits must complete the required minimum training period prior to

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being sworn or allowed to perform any operational duties. Administrative duties authorized by the Auxiliary Coordinator may be performed prior to completion of training requirements. Auxiliary 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 auxiliary officers will complete the prescribed field training. All auxiliary officers will complete a minimum of 40 hours of formal 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. Auxiliary officers who wish to pursue alternative training must coordinate with the Auxiliary Coordinator. Level III and IV Auxiliary Officers must complete the following annual training:

1. Firearm's qualification (including both the shotgun and handgun)
 2. Pepper spray
 3. Baton/ASP certification
 4. CPR certification
 5. Legal
 6. C.E.D. (Conducted Energy Device), if required to maintain certification
- B. Level III APOs, not meeting Level III training requirements, will have their status changed to Level II status until the next available training is complete.
- C. During their initial training period, auxiliary recruits may accompany patrol officers as civilian ride-along participants. The auxiliary recruits will perform no official duties while participating in the ride-along.
- D. Level III auxiliary officers who desire to change their status to Level IV must successfully complete additional formal training as directed by the Fairfax 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.

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VII. ARREST AUTHORITY

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

A. Physical Arrest

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

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

B. Uniform Summons

Level III and Level IV auxiliary officers may issue a uniform summons only when accompanied by an employed officer on a specific assignment. For example, if an employed officer and an auxiliary officer are working a road check, the auxiliary officer may write a summons using their own assigned EIN. Auxiliary officers will not issue a uniform summons when not accompanied by an employed officer.

C. Parking Tickets

Unaccompanied Level III and Level IV auxiliary officers may issue parking tickets as directed by a Station Commander at designated locations.

VIII. VEHICLE OPERATION

A. Auxiliary officers may operate County owned vehicles only if they are on duty and they have completed the Vehicle Familiarization Course conducted by the Fairfax County Criminal Justice Academy.

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- B. All auxiliary officers may operate marked or unmarked police vehicles.
- C. Level II auxiliary officers 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 Division or Station Commander.
- D. Auxiliary officers will not use any vehicle to pursue other vehicles or drive in an emergency manner.
- E. Auxiliary police officers shall not conduct traffic stops unless accompanied by an employed officer.

IX. UNIFORMS

- A. Auxiliary police officers are issued a dark blue uniform that distinguishes them from employed officers. However, for special assignments such as Marine or Bike Patrol, the OSB Commander may authorize an approved alternate uniform.
- B. An auxiliary officer'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 auxiliary police officer's badge and service cap brass will be annotated "Auxiliary."
 - 2. Auxiliary uniform patches will be annotated "Auxiliary Police Fairfax County Virginia," instead of "Police Fairfax County."
 - 3. Auxiliary officers shall wear the issued pin on the flap of the right

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pocket on the uniform shirt and jacket with the number 2, 3, or 4, dependant on their level of participation in the APO program.

4. The Auxiliary Coordinator and the Station or Division Lead Auxiliary Officers are authorized to wear the gold badge and framed patches on their uniform shirts and jacket as well as brass name tag and FCPD collar pins.
5. Auxiliary officers within the Chaplain program are authorized to wear the following with their Auxiliary uniform: a "Chaplain" rocker above the Auxiliary uniform patch on the uniform shirt/jacket, Chaplain collar bar insignia's, and Chaplain name plate. This will allow Department personnel and the community to identify Chaplains while wearing the Auxiliary uniform.

- C. Auxiliary officers are eligible for departmental awards in accordance with this General Order. Auxiliary officers 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.
- D. The wearing of the formal duty uniform shall be restricted to ceremonial events, 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 auxiliary officers will be in public contact, they shall wear the issued auxiliary polo shirt.

X. RESPONSIBILITIES

- A. The Auxiliary Police Program is under the administrative control of the Operations Support Bureau. However, auxiliary officers 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 auxiliary officers will be determined by the Chief of Police, or his designee. The OSB Commander, or his designee, maintains the personnel, background, and training records of all APOs.

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- B. There is no formal rank structure within the Auxiliary Police Unit. However, each District Station or Division Commander with a complement of auxiliary police officers will appoint a Lead Auxiliary Police Officer to coordinate the day to day activities of auxiliary officers at that station/division. The Lead Auxiliary Police Officer acts on behalf of the Station/Division Commander. The Lead Auxiliary Police Officer will wear distinctive gold badge and shoulder patches to identify their position. All auxiliary officers are subordinate to paid officers. Commanders and supervisors may temporarily designate specific auxiliary officers to plan, coordinate, and execute an operational, training, or administrative activity and they may be delegated the authority to give direction to other auxiliary officers involved in the same assignment.

- C. The OSB Commander, or his designee, will designate an Auxiliary Coordinator. This position may be filled by an auxiliary officer or an employed officer. The Auxiliary Coordinator will administer the program at the direction of the OSB Commander, which includes assisting auxiliary officers with equipment and uniform replacements, monitoring the duty hour requirements for all auxiliary officers, and notification to the OSB Commander to initiate personnel actions as appropriate. The Auxiliary Coordinator in coordination with the OSB Commander may assign auxiliary officers 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 Auxiliary Coordinator oversees the recruitment and training of auxiliary officers. The Auxiliary Coordinator meets regularly with District Station Lead Auxiliary Officers to discuss issues of mutual interest.

- D. During the training session, and until graduation and assignment, auxiliary police applicants are under the operating control of the Criminal Justice Academy and administrative control of the OSB Commander. The Operations Support Bureau Commander, or his designee, will be responsible for determining the initial assignment location and any subsequent transfers of auxiliary officers.

- E. The Auxiliary 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 Auxiliary Officer.

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1. If a Station Commander cannot adequately staff a given event with the auxiliary officers assigned to the station, a request for Auxiliary Police Assistance (PD 133), will be forwarded to the Auxiliary Coordinator as far in advance of the event as possible.
 2. Once the request is received, the Auxiliary Coordinator will attempt to fill the request by soliciting volunteers from the master roster. Once an auxiliary officer 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 Auxiliary Officer or Auxiliary Coordinator will advise the affected commanders when an auxiliary officer has been temporarily assigned elsewhere for an event.
 3. The Auxiliary Coordinator will fill requests for auxiliary police assistance according to the date received. Exceptions to this policy can be authorized by the OSB Commander.
- F. All Auxiliary officers, who are in good standing as determined by the Auxiliary Coordinator, will receive a uniform cleaning allowance. Each July the Auxiliary Coordinator will submit the names and EIN of those auxiliary officers who qualify for the uniform cleaning allowance. To qualify, an auxiliary officer 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.
- G. Division Commanders and equivalent civilian supervisors will be responsible for the completion of an annual performance evaluation for each auxiliary police officer assigned to their division. This evaluation may be the basis for a qualification for specific duties, additional training to address identified deficiencies in performance, and/or reassignment to another level of auxiliary status. The Auxiliary Standard Operating Procedures Manual will prescribe the evaluation process. The Auxiliary Coordinator will send evaluation forms to Station and Division Commanders on an annual basis. Station and Division Commanders will return the completed evaluation forms to the Operations Support Bureau.

XI. REPORTING INJURIES

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A. On Duty Injuries

1. Auxiliary officers 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 Auxiliary Coordinator and the Operations Support Bureau Commander. A determination of light duty, leave of absence, or return to duty will be made by the Operations Support Bureau Commander.
4. Auxiliary police officers are not covered under the "Worker's Compensation Act." Therefore, the form entitled Employer's First Report of Accident is not required. Auxiliary officers are covered under a group accident policy administered by a private agency. The Auxiliary 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 auxiliary officers 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 auxiliary officer sustains an illness or is injured off-duty, to the extent that the auxiliary officer is unable to fulfill their monthly duty requirement or will be unavailable for emergency call-out, the Auxiliary Coordinator will be notified by memorandum. A

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determination of light duty, leave of absence, or return to duty will be made by the Operations Support Bureau Commander.

2. The Auxiliary Coordinator will be notified within 48 hours of the injury/illness, or as soon as the auxiliary officer is capable of doing so.

XII. EMERGENCY CALL OUT

- A. All auxiliary officers will provide their home and work telephone numbers to the Auxiliary Coordinator.
- B. The Auxiliary 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 DPSC by the Traffic Division Commander.
- C. Station Lead Auxiliary Officers may at the direction of an employed supervisor initiate a call out for those APOs assigned to their district station. The Auxiliary Coordinator may at the direction of an employed 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 auxiliary police officers of the Fairfax County Police Department. Nothing contained in this section will prohibit the informal counseling of an auxiliary police officer 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 auxiliary officers are as detailed below, rather than General Orders 310.1, Oral Reprimand/Verbal Counseling and 310.2, Disciplinary Actions and Appeals. Specifically, auxiliary officers are not afforded disciplinary procedure guarantees under Chapter 5 of Title 9.1 of the 1950 Code of Virginia, as amended (Law Enforcement Officers'

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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 auxiliary officer by the effected station/division commander.
3. Suspension - for a period not to exceed 90 days.
4. Transfer for punitive reasons.
5. Dismissal from the Auxiliary Program - To be administered only upon review of the investigation by the Chief of Police.

D. Disciplinary Authority

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

1. Oral Reprimand
2. Written Reprimand

The authority to impose disciplinary action may not be delegated; however, during an absence of the Commander, the Assistant Commander may impose disciplinary action. 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

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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) Auxiliary officers 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 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 auxiliary officer'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.

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- 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 case file.
 2. Written Reprimand
 - a. When a bureau, division, civilian supervisor of equivalent grade or station commander has determined that an offense is of such a nature that a record should be placed in an auxiliary officer'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 auxiliary officer 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 that it will be placed in the auxiliary officer's permanent personnel file;
 - 3) A statement of previous offenses in those cases where the letter is considered a continuation of constructive discipline;
 - 4) A statement that similar occurrences could result in more severe disciplinary action.
 - b. The auxiliary officer 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

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equivalent grade, may make recommendations to the Operations Support Bureau 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 auxiliary police officers. Upon finding the charge sustained, the Operations Support Bureau 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 OSB Commander will meet with and advise the accused auxiliary police officer 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 chain of command. The Auxiliary Coordinator will place copies of all correspondence in the auxiliary officer's permanent file. The accused auxiliary police officer 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. Auxiliary officers 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 auxiliary officer must sign a nondisclosure agreement. Unauthorized

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disclosure of any confidential information, verbal or written, will be grounds for immediate dismissal and possible criminal prosecution.

- B. Auxiliary officers are not authorized to release any criminal history information or Virginia Crime Information Network (VCIN) information to anyone outside the Police Department.

XV. PERSONNEL RECORDS

The Operations Support Bureau Commander will maintain the permanent personnel records of all auxiliary police officers. Commanders and equivalent civilian supervisors should ensure that copies of all relevant correspondence are sent to the Operations Support Bureau for filing.

XVI. LEGAL REFERENCES

- A. Code of Virginia
1. 15.2-1731
 2. 15.2-1733
 3. 15.2-1734
- B. Code of the County of Fairfax
Chapter 13, Article 1

XVII. ACCREDITATION STANDARDS REFERENCE

VLEPSC
ADM. 12.01

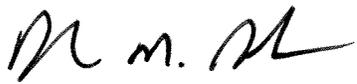
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This General Order becomes effective July 1, 2008 and rescinds all previous General Orders pertaining to the subject.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive