


FAIRFAX COUNTY POLICE DEPARTMENT  GENERAL ORDER	SUBJECT: AUXILIARY POLICE		NUMBER: 530.9
	EFFECTIVE DATE: AUGUST 24, 2018	REVIEW: JULY 2022	
	TOPICS: PURPOSE AND POLICY		
RESPONSIBLE ENTITY: Planning and Research Bureau			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
ACCREDITATION STANDARDS:	CALEA 16.3.1 VLEPSC ADM.12.01		


I. PURPOSE

This General Order establishes the policies and procedures applicable to the Fairfax County Auxiliary Police Officer (APO) Program. Unless specifically exempted, all General Orders and SOPs apply to the APO Program. The APO Program is comprised of sworn, non-paid volunteers whose duties contribute to the mission of the Department in a support capacity. The APO's mission is to support the Department in both operational and administrative areas to maximize the availability of full-time paid police officers.

II. POLICY

The APO Program was established under the authority of [Va. Code Ann. § 15.2-1731](#), and [Chapter 13 of the Code of the County of Fairfax](#), and is operated in accordance with these code sections. The APO Program is under the administrative control of the Planning and Research Bureau (PRB) Commander. 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 separation of APOs will be determined by the Chief of Police or their designee.

APOs are sworn officers with limited duties and armed with less lethal weapons only. APOs may exercise the authority granted to them only when on-duty. Pursuant to [Fairfax County Code § 3-1-13](#), appointment as an APO is revocable at any time by the Chief of Police.


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	TOPICS: SELECTION, TRAINING AND CLASSIFICATION		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA 16.3.2, 16.3.3, 16.3.5, 16.3.9 VLEPSC ADM.12.01		

III. SELECTION AND TRAINING

- A. All APO candidates are required to submit an application through the Volunteer Management System link on the Department website. Once an application is submitted, the Personnel Resources Division (PRD) will be responsible for determining an applicant's suitability for the program.

- B. Prior to selection, APOs will be required to meet the same selection requirements as a full-time paid officer. This includes a high school diploma or an equivalency as well as meeting all state educational requirements at the time of appointment. In order to obtain Department of Criminal Justice Services (DCJS) certification and appointment as an APO, all accepted candidates into the APO Program will become APO recruits. APO recruits must then attend a Basic Auxiliary Recruit Training at the Fairfax County Criminal Justice Academy (FCCJA). Any exception to this selection process may be made by the Chief of Police or their designee.


- C. All APO recruits must successfully complete training objectives required under [DCJS Level III classification](#) to graduate from the FCCJA. Following graduation from the FCCJA, APOs will be required to complete a field training program prior to performing any operational duties in a solo capacity.
 1. All APOs will complete two (2) cultural diversity, four (4) legal, and eight (8) career development recertification hours of DCJS approved law enforcement related training every two calendar years. Normally this training will be conducted under the purview of the FCCJA. However, other options (e.g., law enforcement training seminars, computer classes) may be considered acceptable alternatives. APOs who wish to pursue alternative training must get command approval and then coordinate with the FCCJA In-service Section Supervisor. APOs that fail to meet recertification requirements may lose their DCJS certification.

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2. APOs shall be required to undergo mandatory refresher training on any less lethal instruments which they are certified to carry. An APO shall not carry any less lethal instruments until such time as all training, including refresher training, has been completed.
- D. All official APO training records as reported to DCJS will be maintained by the FCCJA. Station level training will be maintained at the station level.
 - E. APOs who have successfully completed emergency vehicle operations training at the FCCJA may operate marked or unmarked police vehicles in the course of their assignments. While the APO is operating a police vehicle, they are not authorized to initiate traffic stops, participate in pursuits or response driving. Pursuit driving and response driving are defined in [General Order 501.1](#), Operation of Police Vehicles. APO's may utilize emergency lights while stopped at the scene of a traffic hazard, disabled vehicle, assisting a full-time paid officer, or other special event.
 - F. All new APO recruits will receive Electronic Control Weapon (ECW) training while in the Basic Auxiliary Recruit Training at the FCCJA.
 - G. The authority to use an ECW or less lethal weapons is set forth in Section VII of this policy.
 - H. All new APO recruits are provided with less-lethal weapons (e.g., OC spray and retractable baton) and related training for control and defensive purposes.
 - I. All APOs will receive familiarization training in the proper care and handling of both the Department handgun and shotgun.


IV. CLASSIFICATION

- A. APOs will be assigned a [DCJS Level III classification](#) upon successful completion of the Basic Auxiliary Recruit Training program. APOs shall be aware of their status and conduct themselves accordingly. If at any time an APO is directed by a full-time paid officer to perform a duty that is beyond their authorized functions, they shall advise the full-time paid officer of the limitations of their status and training.

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- B. Commanders and supervisors should be aware that the duties assigned to an APO do not exceed their level of training and the authority granted under [DCJS Level III classification](#) which is defined as:

“Limited duties; may access only less-than-lethal force options upon meeting all training requirements in accordance with the official DCJS matrix, APO Training Requirements. APOs are strictly prohibited from carrying a firearm on-duty, whether department or personally owned.”

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	TOPICS: DUTIES AND RESPONSIBILITIES		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA 16.3.1, 16.3.4, 16.3.6 VLEPSC ADM.12.01		


V. DUTIES AND RESPONSIBILITIES

- A. The APO Program was created to provide volunteer support to the operational and administrative activities conducted by the Department. Under no circumstances shall an APO receive compensation for performing duties while exercising their authority under this program. Supplemental Overtime and Secondary Law Enforcement Employment do not apply to the APO Program and APOs are not authorized to receive compensation for these activities. APOs are sworn law-enforcement officers with training and authority that are designed to provide direct support for low-risk activity. Within this category, there are activities that APOs can conduct autonomously and those that require direct supervision.
- B. It is not possible to address, via policy, every possible situation that an APO may encounter while working. However, APOs are expected to exercise good judgment, consistent with the following guiding principles, to make responsible decisions.
- C. When operating a police vehicle, APOs may respond to any event that is described as low-risk activity. APOs are not to enter the scene of an event described as high-risk activity. Rather, APOs shall stage at a safe distance and provide support as requested by the full-time paid officer, detective or supervisor responsible for the event. Once the event is considered low-risk, an APO may enter the scene to offer direct support as needed.

D. Low-Risk Activity

Low-risk activity is any activity that presents a low probability of serious injury (as defined in [General Order 540](#)) or death. Examples of low risk activity include, but are not limited to the following:

1. Traffic direction/control
2. Pedestrian control


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3. Traffic hazards
4. Abandoned vehicles
5. Parking complaints
6. Lost/found property cases
7. Disabled vehicles
8. Support of patrol and specialty unit operations in a logistical capacity
9. Fingerprinting, in conjunction with public identification programs
10. Child seat inspections
11. Seatbelt convincer events
12. DWI Checkpoints
13. Academy role playing

E. High-Risk Activity

High-risk activity is any activity that presents a moderate to high probability of serious injury (as defined in [General Order 540](#)) or death. Examples of high risk activity include, but are not limited to the following:

1. Assaults
2. Armed robberies
3. Riots
4. Fights in progress
5. Weapon brandishing events
6. In progress events with a high risk to safety
7. Calls with a high propensity for violence

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- F. If an APO enters the scene of an event that is described -- via Computer Aided Dispatch (CAD), radio traffic, or oral communication -- as low-risk activity and, upon arrival, it becomes apparent that the event is actually a high-risk activity, the APO may be faced with the option to engage or withdraw. Only when an APO believes the event presents the immediate risk of serious injury or death is the APO is authorized to take action, consistent with departmental policy and APO training, to address the threat.

- G. When riding with a full-time paid officer, APOs will be directly engaging in events with both low-risk activity and high-risk activity. APOs must be continually cognizant of the limitations of APO authority and training.

- H. APOs are provided with less-lethal weapons (e.g., OC spray and retractable baton) and related training for control and defensive purposes. APOs also operate County vehicles equipped with shotguns. As APOs are not given the same level of initial and ongoing firearms training that are provided to full-time paid officers, APOs are not to deploy firearms for any tactical or operational purpose.


- I. APOs may perform routine duties such as, but not limited to, 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, and operating County vehicles equipped with shotguns.

- J. APOs are strictly prohibited from carrying a firearm while on-duty whether Departmentally issued or privately owned.

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	TOPICS: SERVICE REQUIREMENTS		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA 16.3.5, 16.3.6, 16.3.8 VLEPSC ADM.12.01		

VI. SERVICE REQUIREMENTS

- A. APOs are required to volunteer a minimum of 24 hours a month or 288 hours per calendar year. Failure to meet these requirements may result in dismissal from the program.
- B. Minimum duty time requirements are to ensure updated training and performance compatibility between APOs and employed members of the Department. APOs are expected to assist with both special events and patrol operations as they earn their respective hours for the year.
- C. The County utilizes a Volunteer Management System (VMS) to track the hours volunteers provide to the County. Following each assignment, the APO will log into VMS and record the hours volunteered and the event.
- D. The Bureau/Station Lead APO will log into VMS and approve each of the APOs reported hours. Discrepancies will be discussed between the Lead APO, Bureau/Station APO Coordinator and the individual APO. The Bureau/Station Commander and the APO Coordinator will provide guidance on any unresolved issues.
- E. Periodically, the Bureau/Station APO Coordinator will review each APOs hours worked to ensure they are on track to meet the minimum hours and training requirements. Bureau/Station Commanders requesting total hours worked by their APOs will request a report from the Bureau/Station Lead APO.
- F. An annual performance evaluation shall be completed for each APO at their respective assignment. This evaluation will be completed by the Bureau/Station Commander or their designee. The completed performance evaluation will remain as part of the APOs permanent personnel file. The APO Coordinator will receive a copy of all completed evaluations.


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- G. A quarterly, probationary evaluation shall be completed for each APO during their first year of service.

- H. The APO Coordinator may require any APO to undergo a Fairfax County medical exam in order to stay in the APO Program. This is to ensure the APO is medically and physically capable of performing duties related to the APO Program.


- I. APOs may receive a reduced personal property tax rate on one personally owned vehicle, provided they meet the following conditions:
 - 1. Must be a Fairfax County resident;
 - 2. Be in good standing (as determined by the APO Coordinator); and
 - 3. Have completed at least the minimum service hours in the calendar year immediately preceding certification.

- J. Only the Chief of Police, or their designee, can certify to the Director of Tax Administration those APOs who have been deemed eligible.


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	TOPICS: AUTHORITY		
RESPONSIBLE ENTITY: Planning and Research Bureau			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
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VII. AUTHORITY

- A. While on-duty, an APO will exercise the authority consistent with the [DCJS Level III classification](#) and training.
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. APOs have the authority to issue parking citations.
- C. Based on operational need, when accompanied by a full-time paid officer, APOs are authorized to issue a uniform summons at the direction of a first-line supervisor.
- D. APOs are prohibited from making a physical arrest.
- E. An off-duty APO retains the status of a private citizen, and the use of police identification or any Department-issued equipment by an off-duty APO is not authorized.
- F. APOs are sworn officers with limited duties and armed with less lethal weapons only. APOs are not authorized to carry firearms while on-duty except when performing routine duties as described under Section V of this policy.


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- G. Based solely on their position within the APO Program, APOs are not authorized to carry or possess a concealed weapon while off-duty. 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 the Policy, Section II, of this General Order, which states APOs may exercise the authority granted to them only when on-duty.
- H. APOs who are currently qualified in accordance with Department standards may utilize the Electronic Control Weapon (ECW) and Pepperball System under the following circumstances:
1. APOs must satisfactorily complete Department certification training prior to carrying or using the ECW or Pepperball System.
 2. Only Department issued ECW holsters shall be carried.
 3. Use of the ECW or Pepperball System by an APO shall be in accordance with [General Order 540](#), Use of Force.
 4. APOs may carry the ECW or Pepperball System only under the following circumstances:
 - a. When riding with a full-time paid officer on patrol;
 - b. When paired with a full-time paid officer for a special assignment; or
 - c. At the direction of the assigned commander.
- I. APOs who are not currently ECW or Pepperball System certified, and desire to be certified, must obtain command authorization to attend the 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.

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VIII. UNIFORMS

- A. APOs are issued a dark blue uniform with patches distinguishing them from full-time paid officers. Any alternative uniform must be approved by the PRB Commander or their designee.
- B. An APO's uniform and personal appearance will be maintained in accordance with Standard Operating Procedures (SOP) 04-002, Police Uniforms, Personal Equipment and Civilian Clothing; SOP 04-003, Personal Appearance and Grooming; and SOP 04-004, Hand Salute, with the following exceptions:
 - 1. The APO's badge and service cap brass will be annotated "Auxiliary;" and
 - 2. APO uniform patches will be annotated "Auxiliary Police Fairfax County Virginia," rather than "Police Fairfax County."
- C. APOs are eligible for Departmental awards. APOs who have received an award in the form of a uniform pin are permitted to wear the award as shown in SOP 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. All APOs who are in good standing, as determined by the APO Coordinator, will receive a uniform cleaning allowance. Each July, the APO Coordinator or their designee will submit the names and Employee Identification Number (EIN) of those APOs who qualify for the uniform cleaning allowance. To qualify, APOs must have been in the program for a year; have at least 144 service hours by July 1st and must not be on light duty.


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	TOPICS: STRUCTURE AND OVERSIGHT		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA 16.3.1 VLEPSC ADM.12.01		

IX. ADMINISTRATIVE STRUCTURE AND OVERSIGHT

- A. The PRB Commander has administrative control of the APO Program. APOs will be assigned to various bureaus and divisions throughout the Department. The bureau or division commander where the APOs are assigned will assign a full-time paid sworn supervisor to provide operational and administrative oversight of the APOs at these locations. The PRB Commander or their designee will maintain the personnel records of all APOs. All APO background investigation records will be maintained by the Personnel Resources Division. The training records of all APOs will be maintained by the FCCJA.
- B. There is no formal rank structure within the APO Program. 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. All 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:
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.

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- C. The PRB Commander will select an APO Coordinator. The APO Coordinator will administer the program at the direction of the PRB Commander, which includes assisting APOs with equipment and uniform replacements, monitoring the duty hour requirements for all APOs, and notification to the PRB Commander to initiate personnel actions as appropriate. The APO Coordinator, in coordination with the PRB Commander, may assign APOs to assist in supporting the various aspects of the program (e.g., training, recruitment, records management, etc.). 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 Basic Auxiliary Recruit Training, APO recruits are under the operating control of the FCCJA and administrative control of the PRB Commander. The PRB Commander, or their 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 APO coverage for major special events. Coverage of station-level special events 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.
 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 APO has a duty obligation to 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.
- F. The APO Coordinator will fill requests for APO assistance according to the date received. Exceptions to this policy can be authorized by the PRB Commander.

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	TOPICS: REPORTING INJURIES AND DUTY STATUS		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA 16.3.7 VLEPSC ADM.12.01		

X. 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 (MSR) 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 the MSR.
3. In all cases, a police supervisor will investigate the circumstances of the injury and make immediate notification to the APO Coordinator and the PRB Commander through written correspondence. A determination of light duty, leave of absence, or return to duty will be made by the PRB Commander.
4. APOs are not covered under Va. Code Ann. § 65.2 -100, et seq., the "Virginia Workers' Compensation Act." Therefore, the form entitled Employer's Accident Report 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.
5. The PRB Commander, or their designee, will file all claims on behalf of APOs injured on-duty.

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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, the APO will notify, in writing, the APO Coordinator. A determination of light duty, leave of absence, or return to duty will be made by the PRB 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.

C. Leave Of Absence (LOA), Temporary Statuses, and Retirements

1. Leave of Absence (LOA)

- a. 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 volunteering. Those APOs changing their status to LOA 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. APOs in this status will turn in their Police ID and badges, but they may keep their building pass.
- b. APOs may request a LOA by memorandum through their Commander to the PRB Commander. APOs on a LOA and in good standing are eligible to return, provided they have maintained the respective qualifications. In the event an APO requests to return to active status, the APO must submit a memorandum to the PRB Commander. APOs may be assigned to LOA status for up to one year; after that time their status will be reevaluated by the PRB Commander.
- c. All APOs must meet the same age requirements as those for full-time paid police officers. APOs may be required to obtain a physical from their personal physician confirming that they are capable of performing the duties and responsibilities required by 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 APO Coordinator will file the completed medical form with the Administrative Support Bureau.


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2. Medical Temporary Restricted Duty

- a. 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 authority granted to them and will not be allowed to drive a marked cruiser.
- b. 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 assigned to tasks in accordance with written instructions by their physician. APOs may not return to normal duties until their physician completes an MSR indicating full duty status along with the approval of the APO Coordinator and the PRB Commander.
- c. APOs may be assigned to restricted duty for up to one year; after that time their status will be reevaluated.


3. Retirements

- a. APOs in good standing are eligible to receive a certificate and shadow box at retirement upon completion of 2,880 hours of service. APOs completing 4,320 hours of service are eligible to receive a retirement badge. APOs retiring for medical reasons before completing these minimum service hours and requesting a shadow box or badge will be evaluated on a case-by-case basis by the APO Coordinator.

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	<p>EFFECTIVE DATE: AUGUST 24, 2018</p>	<p>REVIEW: JULY 2022</p>	
	<p>TOPICS: CALL OUT PROCEDURES</p>		
<p>RESPONSIBLE ENTITY: Planning and Research Bureau</p>			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
<p>ACCREDITATION STANDARDS:</p>	<p>CALEA 16.3.1</p>	<p>VLEPSC ADM.12.01</p>	


XI. EMERGENCY CONTACT

- 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 contact list for all County-wide emergency requests involving APOs. This list will be updated and provided to the Police Liaison Commander (PLC) and the Department of Public Safety Communications by the PRB Commander.
- C. 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.

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	TOPICS: DISCIPLINARY PROCEDURES		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
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XII. 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. Supervisors are authorized to document issues with an APO's performance on a substandard or oral counseling form in the same manner that they would for a full-time paid officer.
- B. Due to the voluntary nature of the APO Program as defined by [Va. Code Ann. § 15.2-1731](#) and [Chapter 13 of the Code of the County of Fairfax](#), the following do not apply to APOs: General Orders 310.1, Oral Reprimand/Verbal Counseling; General Order 310.2, Disciplinary Actions and Appeals; and the Fairfax County Personnel Regulations. In addition, APOs are not afforded disciplinary procedure guarantees under [Va. Code Ann. § 9.1-500, et seq.](#), as amended (Law Enforcement Officers' Procedural Guarantees Act). Rather, pursuant to [Chapter 13 of the Code of the County of Fairfax](#), any disciplinary decision made by the Chief of Police or their designee regarding duty status or dismissal is final and is not grievable.
- C. When the classification of any alleged violation is listed as sustained, the following types of disciplinary action may be imposed at the command level:
1. Oral Reprimand - To be prepared and administered to the APO by the affected station/division commander.
 2. Written Reprimand - To be prepared and administered to the APO by the affected station/division commander.


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3. Suspension - for a period not to exceed 90 days.
4. Dismissal from the APO Program - To be administered only upon review of the investigation by the Chief of Police.

D. 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 APO will be advised at the time of the counseling that an informal written record of the reprimand is being kept and that the APO 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 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.

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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 Bureau case file.

2. Written Reprimand

- a. Division/station commanders and civilian supervisors of an equivalent grade that have determined that an offense is of such a nature that a record should be placed in an APO's permanent personnel folder, will prepare a written reprimand. 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 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 PRB Commander for review.

3. Suspension or Dismissal


- a. Division/station commanders, and civilian supervisors of an equivalent grade, may make recommendations to the PRB Commander regarding the imposition of disciplinary action which exceeds their authority or presents a possible conflict of interest.
- b. The PRB Commander will review all cases involving a recommendation for suspension, punitive transfer, or dismissal of an APO. Upon the PRB Commander finding the charge is sustained, they will submit a memorandum recommending disciplinary action to the Chief of Police.

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

E. Appeals

- 1. 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 and not subject to any further appeal.


<p style="text-align: center;">FAIRFAX COUNTY POLICE DEPARTMENT</p>  <p style="text-align: center;">GENERAL ORDER</p>	<p>SUBJECT: AUXILIARY POLICE</p>		<p>NUMBER: 530.9</p>
	<p>EFFECTIVE DATE: AUGUST 24, 2018</p>	<p>REVIEW: JULY 2022</p>	
	<p>TOPICS: CONFIDENTIALITY AND PERSONNEL RECORDS</p>		
<p>RESPONSIBLE ENTITY: Planning and Research Bureau</p>			<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised
<p>ACCREDITATION STANDARDS:</p>	<p>CALEA 16.3.1</p>	<p>VLEPSC ADM.12.01</p>	

XIII. CONFIDENTIALITY

- A. APOs may have access to confidential records, such as criminal histories, Department of Motor Vehicle (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 will adhere to and follow all rules and regulations as outlined by the Virginia Criminal Information Network (VCIN) Operating Manual as it pertains to the release of any criminal history information to anyone outside the Police Department.

XIV. PERSONNEL RECORDS

- A. The PRB Commander, or their designee, 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 PRB for filing.

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	EFFECTIVE DATE: AUGUST 24, 2018	REVIEW: JULY 2022	
	TOPICS: LEGAL REFERENCES		
RESPONSIBLE ENTITY: Planning and Research Bureau		<input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised	
ACCREDITATION STANDARDS:	CALEA 16.3.1 VLEPSC ADM.12.01		

XV. LEGAL REFERENCES

- A. [Va. Code Ann. § 15.2-1705](#) Minimum qualifications; waiver
- B. [Va. Code Ann. § 15.2-1731](#) Establishment, etc., authorized; powers, authority and immunities generally.
- C. [Va. Code Ann. § 15.2-1733](#) Appointment of auxiliary police officers; revocation of appointment; uniform; organization; rules and regulations.
- D. [Va. Code Ann. § 15.2-1734](#) Calling auxiliary police officers into service; police officers performing service to wear uniform; exception.
- E. [Fairfax County Code, Chapter 13](#) Auxiliary police force.

General Order 530.9 becomes effective on August 24, 2018 and rescinds all previous rules and regulations pertaining to the subjects.

ISSUED BY:

APPROVED BY:



Chief of Police



County Executive