



# Ocean City Police Department

## General Order

<b>Subject:</b> Auxiliary Officer Program		<b>No.</b> G.O. 100 P-2	
<b>Rescinds:</b>	<b>Amends:</b> G.O. 100 P-2, Dated 12/1/2011	<b>Related Directive:</b>	
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<b>References:</b> Town of Ocean City Code, Chapter 46, Section 3 Ocean City Police Department Volunteer Service Manual			

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**I. Purpose:**

The purpose of this Policy is to establish a volunteer program with the goal of encouraging participation and partnership between Ocean City citizens and their Police Department. This program will utilize the services of citizens based upon their skills, training, and time available to provide volunteer assistance. It will also provide a pool of trained volunteers to perform clearly defined tasks under the direct supervision of designated employees of the Department.

**II. Definitions:**

- A. **Volunteer:** One who willingly offers his/her services to an organization without expectation of compensation, and no compensation is provided for said services.
- B. **Volunteer Service Manual:** A document developed by the Department to provide guidance in the application and management of the Auxiliary Officer Program.

**III. Policy:**

Town of Ocean City Code, Chapter 46, Section 3 provides that the Police Department may establish an auxiliary police program comprised of unpaid volunteers who shall be chosen by and serve at the pleasure of the Chief of Police. Citizens selected as auxiliary officers are not vested with police powers but may enforce ordinance infractions and perform select administrative/operational tasks as directed by the Department.

**IV. Program Administration:**

The Special Events & Emergency Management Commander will administer the Auxiliary Officer Program and is responsible for the development of policies and procedures necessary for effective integration of volunteer services within the Department. He/she shall also coordinate and facilitate the recruitment, screening, training, and deployment of Department volunteers.

**V. Eligibility and Qualifications:**

Citizens wishing to participate in the Auxiliary Officer Program must:

- A. Be a citizen of the United States and at least 18 years of age;
- B. Have a high school diploma, or a high school equivalency recognized in the State of Maryland. If an applicant has been in the military service, he/she must have an honorable discharge;
- C. Pass a physical check-up, at their own expense, to detect conditions that might be unfavorably affected by physical exertion or stressful conditions.
- D. Be of excellent moral character and reputation, and be able to deal effectively with the public and co-workers.

**Note:** All volunteers will be screened by an assigned background investigator, prior to acceptance. Screening will include, but not be limited to, a criminal records check, fingerprint cards, Motor Vehicle Administration (MVA) and personal reference checks. Applicant must possess a valid driver's license with a good driving record. The applicant's occupation must not conflict with police work, and he/she must be capable of performing a minimum of 120 hours of volunteer work per year.

- E. Pass an interview conducted by a board of at least three designated members of the Department; one of which shall be the prospective Commander of the Division for which the applicant is applying, or his/her designee.

The final decision to accept the services of a volunteer will be made by the Chief of Police, upon the written recommendation of the Interview Board.

**VI. Governing Rules:**

- A. Auxiliary officers shall be held strictly accountable for obeying the Department's auxiliary officer rules and regulations. Policies and procedures governing volunteers shall be contained in the Department's "Volunteer Service Manual." This manual will serve as a reference for departmental employees and volunteers. The manual will be maintained and updated, as needed, by the Community Services Section.
- B. Auxiliary Officers are not vested with police powers of arrest and shall not take any initiatory actions in the enforcement of the criminal law consistent with police powers.
- C. Auxiliary Officers are not authorized to carry firearms, and they shall not carry firearms, while on-duty or off-duty, when representing this Department.
- D. Auxiliary officers shall serve as unpaid volunteers in various capacities, supportive of the regular patrol and administrative forces, and consistent with their demonstrated levels of expertise, and the needs of the Department as determined by the Chief of Police.

**VII. Responsibilities:**

- A. Auxiliary officers shall, on an as needed basis, be assigned to a Division of the Department to perform such duties as may be determined by the Division's commanding officer.
- B. Additionally, auxiliary officers may be assigned more specialized service duties, consistent with the individual expertise and the needs of the Department.

C. The following tasks are examples of volunteer positions within the Department:

1. Public Service Officer

These volunteers shall be primarily assigned to the Patrol Division and shall not take any direct action in matters warranting regular police attention, but shall immediately bring such matters to the attention of Communications for the dispatch of an appropriate response, or shall otherwise notify a sworn police officer directly. Their duties include, but are not limited to, traffic direction, data entry, service of **non-criminal** documents, parking enforcement, taking offense reports in minor incidents, and miscellaneous duties as assigned.

2. Clerical Assistant

These volunteers shall perform various clerical duties within the Department which may include word processing, data entry, searching files, writing reports, general file management, and receptionist duties.

3. Crime Prevention Assistant

These volunteers will help conceive, develop, implement, and maintain crime prevention and community oriented policing programs. They will extract information from police reports and other documents to assist in crime information disseminations. Duties will include data collection, analysis, reporting and certain training activities.

**VIII. Training:**

A. Appointed volunteers must successfully complete the Department's Auxiliary Officer Training Program as prescribed by the Chief of Police and administered by the Special Events & Emergency Management Commander.

B. All volunteers will receive orientation, to include a general outline of the program's description and duties and responsibilities of the volunteer.

1. Each volunteer will receive on the job training, as directed by the Division Commander to which he/she is assigned. This training will include specific tasks to be performed within the designated assignment.

2. Appointed volunteers shall regularly attend such in-service training programs as may be required by the Department. Training programs for auxiliary officers shall be scheduled, as far as practical to the Department, at such times consistent with the free time schedules of the majority of attendees.

**IX. Service Recognition:**

The Special Events & Emergency Management Commander with the assistance of the, Public Affairs will prepare a yearly list of names of volunteers for formal recognition of their services as outlined in the Volunteer Service Manual.