

JACKSONVILLE POLICE DEPARTMENT

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AUXILIARY POLICE FORCE

PURPOSE: The purpose of the Auxiliary Police Force is to assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies consistent with applicable law. The maintenance of a team of highly capable and trained auxiliary police officers whose performance in the community lends credit to the vision of the full-time force in its endeavors to improve law enforcement operations and the quality of life for our citizens.

POLICY: The duty and responsibilities of Auxiliary Law Enforcement Officers and the definition of their authority and discretion in carrying out their duties, including any limitations or restrictions to this authority are established in this policy, and delineate the amount of supervision they are to receive.

DEFINITIONS:

- I. **AUXILIARY LAW ENFORCEMENT OFFICER:** is any person appointed by the Chief of Police, and means reserve officer and other similar terms in common usage, who receives no salary or wages for the performance of any duties excluding the stipend received. This does not include any officer who may be employed by a planned community property owner's association. (See also A.C.A. §12-9-301 and the commission)
- II. **DIRECT SUPERVISION:** means having a designated on duty, full-time certified Law Enforcement Officer responsible for the direction, conduct, and performance of the auxiliary law enforcement officer when that auxiliary law enforcement officer is working an assigned duty, but does not mean that the full-time certified law enforcement officer must be in physical presence of the auxiliary law enforcement officer when the auxiliary officer is working an assigned duty. (See also A.C.A. §12-9-303 and the commission)

PROCEDURES:

- I. **SELECTION CRITERIA**

The employees of the Jacksonville Police Department's Auxiliary Police Force will be selected in the same manner as full-time police officers. The selection criterion is as follows:

 - A. Applicants must be at least twenty-one (21) years of age;
 - B. Applicants must be a citizen of the United States;
 - C. Applicants must be a high school graduate or possess a General Education Diploma (GED);
 - D. Applicants must submit to a thorough background investigation to include criminal history checks through the Arkansas Crime Information Center (ACIC), the National Crime Information Center (NCIC), and fingerprint checks through the State of Arkansas Automated Fingerprint Identification System (AFIS). A personal background review of the applicant's general character and standing within the community will be conducted;
 - E. Applicants must pass agility tests, drug screen, and oral interviews;
 - F. Applicants must successfully complete a thorough physical examination and must also complete a psychological examination as required by Commission on Law Enforcement Standards and Training; and
 - G. Any other applicable criteria as determined by the Chief of Police.

- H. A full-time Jacksonville Police Department officer who terminates his full-time status in good standing with the Jacksonville Police Department may be eligible for appointment as an auxiliary police officer upon the approval of the Chief of Police.
- I. A full-time officer that has been terminated by the Jacksonville Police Department or has resigned in lieu of termination due to pending disciplinary actions from an internal investigation is not eligible for appointment as an auxiliary officer for the Jacksonville Police Department.

II. STAFFING AND CHAIN OF COMMAND

- A. The Jacksonville Police Department Auxiliary Police Force is primarily intended to function in a support capacity for the Patrol Division.
- B. The Captain of the Auxiliary Police Force, or his designee, will serve as the "coordinator" between the members of the auxiliary and the Patrol Division. The function of the Auxiliary Coordinator shall be to facilitate the various activities and operations of the Auxiliary Police Force, maintain all related records, and coordinate required training as necessary.
- C. The authorized personnel strength of the Auxiliary Police Force shall be determined by the Chief of Police based on the needs of the Department and state law.
- D. Auxiliary officers will recognize the auxiliary coordinator as their immediate superior in all matters regarding their employment and service on the auxiliary police force.
- E. Auxiliary officers are required to follow the lawful instruction of any full-time police officer, regardless of that officer's rank.

III. BENEFITS

- A. Auxiliary officers, while operating under direct supervision in an assigned capacity for the Jacksonville Police Department, will have the same civil liability protection afforded full time law enforcement officers of this Department. The City Attorney for the City of Jacksonville or duly appointed legal representative retained by the City will provide representation in the event of a civil action against a Jacksonville Police Department Auxiliary Police Officer.
- B. The auxiliary law enforcement officer is covered under Worker's Compensation through the City of Jacksonville.
- C. Auxiliary law enforcement officers shall have no claim to the benefits of any police retirement and pension funds in this State.
- D. Any claim presented by an auxiliary law enforcement officer for benefits from any police retirement and pension fund shall be held null and void.
- E. An auxiliary officer is considered a volunteer for pay purposes, but an employee for workman's compensation and duty purposes. The officer will receive a small stipend each calendar quarter.
- F. Auxiliary officers serve at the will of the Chief of Police and are not covered by Civil Service statutes or benefits.

IV. UNIFORMS AND EQUIPMENT

Each member of the Jacksonville Police Department Auxiliary Police Force will be issued uniforms and related equipment comparable to that issued to full time officers.

- A. Auxiliary officers shall be issued at least one (1) complete set of regulation Jacksonville Police Department uniforms.