

Glendale Heights Police Department

GENERAL ORDER # 725

SUBJECT: Auxiliary Officers

ACTIVE DATE: 08-08-2018

RESCINDS: GO #725, issued 09-23-2011

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Glendale Heights Village Code

.01 Purpose

The purpose of this policy is to establish guidelines for the selection, training and utilization of Auxiliary Officers.

.02 CALEA Standards

45.3.1, 45.3.2, 45.3.3

.03 Policy

It is the policy of the Glendale Heights Police Department to utilize Auxiliary Officers to assist Department members in completing the Department's mission.

.04 Definitions

Auxiliary Officer Coordinator—A Department sergeant who is responsible for coordinating the recruitment, selection, training, and scheduling of Auxiliary Officers.

Auxiliary Officer—An unarmed civilian member of the Department who works less than full time, and who performs duties in fulfilling the Department's mission. Auxiliary Officers are authorized by Glendale Heights Village Ordinance 6-1B-1 *et seq.* Department Auxiliary Officers are not considered sworn officers and have no police or arrest powers.

Auxiliary Team Leader—A member of the Auxiliary Officer Unit who assists the Auxiliary Officer Coordinator in scheduling, training, and coordinating Auxiliary Officers.

ORDER

.10 Auxiliary Officers

A. The Department shall utilize Auxiliary Officers to assist in providing capable and efficient police service to the community. The Auxiliary Officer Program shall be administered by the Chief of Police, who shall appoint a Department Auxiliary Officer Coordinator to oversee the day-to-day operations of Auxiliary Officers.

B. There shall be no rank structure within the Auxiliary Officers, except that the Chief of Police may appoint one Auxiliary Officer to serve as Auxiliary Team Leader.

C. Auxiliary Officers are required to attend Auxiliary Officer meetings and/or training sessions as assigned. Scheduling of Auxiliary Officers shall be coordinated by the Auxiliary Officer Coordinator.

D. Auxiliary Officers have no rights of appeal to the Glendale Heights Board of Police Commissioners in the event of suspension or dismissal.

.15 Selection Criteria

Prospective Auxiliary Officers shall complete a written employment application and successfully pass a written examination and drug screen. They shall also be required to complete an oral examination, polygraph, psychological, and physical examination. Final selection is at the discretion of the Village President of Glendale Heights (Village Ordinance 6-1B-2), with the advice and consent of the Village Board of Trustees.

.20 Probationary Period

Auxiliary Officers serve at the discretion of the Village President of Glendale Heights with the advice and consent of the Village Board of Trustees, and do not have a probationary period.

.25 Field Training Program

Auxiliary Officers shall complete a Field Training Program which is specific to their assignment duties. The Department's Field Training Coordinator shall administer the Auxiliary Officer's training in accordance with GO #1631 Field Training Program. Auxiliary Officers are expected to successfully complete the Field Training Program within 52 weeks of hire.

.30 Duties

A. Auxiliary Officers shall perform duties to assist the Department's mission. These duties include, but are not limited to:

1. Traffic control
2. Control of natural or man-made disasters
3. Control of civil disorder
4. Security at public events
5. Booking detainees

.35 Uniforms

Auxiliary Officers shall be provided and wear uniforms and equipment identical to full time officers, except they shall wear light blue shirts, an Auxiliary officer badge, and an Auxiliary officer nameplate (see GO #1305 Code of Appearance). Auxiliary Officers shall not be issued firearms.

.40 In-Service Training

Auxiliary Officers shall receive in-service training related to their job tasks. It is recognized that the hours for assigned training may vary from full time officers because Auxiliary officers may hold full time employment elsewhere.

.45 Use of Force and Weapons Training

Auxiliary Officers shall receive use of force training identical to full time officers, and are required to maintain the same less-lethal weapons proficiency as full time officers.

.50 Performance Evaluation

Auxiliary Officers shall receive performance evaluations in accordance with GO #1800 Performance Evaluation. The Auxiliary Officer Coordinator shall be responsible for completing and issuing the evaluations.

.55 Reporting for Duty

A. Auxiliary Officers will be assigned a full time officer as a partner at the start of their duty shift. Auxiliary Officers ride along with full time officers during a duty shift. They shall not initiate any enforcement action unless an emergency circumstance dictates that action be taken.

B. At the beginning of any on-duty time, Auxiliary Officers shall report to the Watch Commander. The Auxiliary Officer shall notify the Communications Center of his/her work hours and assignment.

C. Auxiliary Officers shall not report for duty unless specifically authorized and scheduled, or unless called in on an emergency basis.

.60 Adherence to Department Directives, Rules and Regulations

Auxiliary Officers shall be responsible for knowledge and compliance with all rules, regulations, directives, policies and procedures of the Department.

.65 Carriage of Firearms

Auxiliary Officers may not carry Department firearms, nor are they authorized for secondary firearms and off-duty firearms through the Department at any time while on-duty. Notwithstanding, an Auxiliary Officer may have authorization through some other form of employment to carry firearms, such as being a sworn police officer in another jurisdiction. However, carriage of any sort of firearms while on-duty for the Glendale Heights Police Department is strictly forbidden.

.70 Secondary Employment

Auxiliary Officers are not authorized to accept or perform any regular off-duty or extra-duty employment as defined in GO #1020 which involves the use of police powers as regulated by the Glendale Heights Police Department.

.75 Compensation

Auxiliary Officers shall not receive compensation while performing their duties for the Department.