



"Integrity . Fairness . Service"

**BALTIMORE COUNTY POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**

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ISSUING COMMAND: Operational Services Section		S.O.P. #: 92-01
ISSUE DATE: 05/23/07	EFFECTIVE DATE: 7/1/08	
REVISION DATE: 7/1/08	REVISION #: 7	
SUBJECT: Auxiliary Police Team		
SUB-TOPIC: Operating Procedures		
REFERENCES: C.A.L.E.A. 16.3.1 - 16.3.7; 35.1.2; Baltimore County Code 19-1-301		
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BACKGROUND:

The Baltimore County Auxiliary Police Team is a volunteer organization that was established in 1942. It is authorized to cooperate with and assist the Baltimore County Police Department, without compensation to the members, in the maintenance of law and order in Baltimore County.

PURPOSE:

To establish authority and responsibilities for the Baltimore County Auxiliary Police Team.

RELATIONSHIP TO DEPARTMENTAL VALUES:

The Baltimore County Auxiliary Police Team is committed to providing fair and impartial **SERVICE** to the citizens of Baltimore County.

PROCEDURES:

AUTHORITY:

Baltimore County Code Section 19-1-301 establishes the authority of the Chief of Police of Baltimore County to select and appoint members of the Baltimore County Auxiliary Police Team.

The Team is under the direction of the Commanding Officer of the Operational Services Section and managed by a sworn member of the Department appointed by the Chief of Police as the Administrator.

SELECTION AND APPOINTMENT:

The Chief of Police has the authority to select and appoint persons as members of the Baltimore County Auxiliary Police Team.

Persons so appointed are required to present a physician's statement certifying that the applicant is capable of performing the functions of a trained Auxiliary officer. The candidate must be of good moral character and stable temperament, twenty-one (21) years of age or older, a high school graduate or its equivalent, must possess a valid Maryland drivers license, must successfully pass written, physical, polygraph and psychological examinations, an oral interview, undergo a background investigation, willing to take a loyalty

oath, and be a U.S. Citizen, who cares enough about local government to serve as a volunteer in a public safety capacity.

TRAINING:

The Auxiliary Administrator, under the direction of the Commanding Officer of the Operational Services Section is responsible for ensuring that Auxiliary officers receive all required entrance-level training equivalent to regular police officers for like functions performed by Auxiliary members. Prescribed training will be under auspices of the Police Department Training Section and will consist of those subjects necessary for the Auxiliary police officer to properly perform Auxiliary functions.

Once hired, applicants attend recruit training and must attain a passing score and successfully complete a one year period of probation.

During the probationary period, the Auxiliary officer will work a minimum of 160 field-training hours on assigned detachment details, including detachment meetings. A minimum of 10 hours of In-Service training is required. This ten hours of training is in addition to the required 160 field-training hours. Each member must attend at least one self-defense training session a year as prescribed by the Department's Training Section. Self-defense will include a review of use of force directives and certifications in the use of the ASP Baton and O.C. Spray. If at any time during this year the Auxiliary officer proves unsatisfactory, they may be dismissed from the Auxiliary Police Team by the Administrator with no right of appeal.

Once the probationary period is completed, the Auxiliary officer is required to work a minimum of 160 hours during the calendar year. In addition, the Auxiliary officer is required to complete a minimum of 10 hours of In-Service training. Each member must attend at least one self-defense training session per year, as prescribed by the Department's Training Section. An annual review of each member's records will be completed by the Auxiliary Police Team Administrator, or their designee for adherence to time and training requirements and satisfactory overall performance. These records will be maintained in each members personnel file. Records for members who achieve eligibility for the Length of Service Award Program (LOSAP) will be maintained until they reach eligibility and the award has been approved.

Topics – Recruit Training:

- Orientation
- Sexual Harassment and Discrimination
- Auxiliary Rules and Regulations
- Civil Liability
- Constitutional and Criminal Laws – as it would pertain to the function
- Juvenile Law/Alcohol Violations – as it would pertain to the function.
- Traffic Control
- Parking Violations
- Defensive Driving/Non-Emergency Only
- First Responder/Red Cross
- Arrest and Restraining Techniques
- Prisoner Search Techniques
- Prisoner Transportation Procedures
- CDS Identification
- Self-Defense
- Report Writing
- Court Room Procedures
- Radio/KDT Procedures
- Desk Duties
- Calls for Service
- S.O.R.T Training
- Crowd Control

Each topic will include an approved lesson plan, as required by the Department's Training Section.

At no time will any Auxiliary recruit be allowed to exercise limited powers of arrest, nor carry any specific defensive weapons until they have completed the required training curriculum.

IN-SERVICE TRAINING:

Annual In-Service training is required for all Auxiliary police officers. The training provided will be in relation to the duties performed by Auxiliary officers. The Auxiliary Police Team Training Coordinator must ensure that all Auxiliary officers receive In-Service training and accurate records must reflect compliance to the training requirements.

Ten hours of In-Service training is required each year. Any indicator, which reflects that Auxiliary Police are increasing their hours in certain activities where training is in order, will result in curriculum development for training.

PERFORMANCE APPRAISAL:

Members of the Auxiliary Team will receive performance evaluations on an annual basis utilizing the forms and procedures for regular members of the Department. Auxiliary members who desire to appeal an appraisal may do so by submitting an intra-departmental correspondence through the Auxiliary chain of command. The final decision on any appeal will be made by the Auxiliary Administrator.

EQUIPMENT:

Auxiliary officers will be furnished with a uniform approved by the Chief of Police that is readily distinguishable from the uniform of the Baltimore County police officer. The Auxiliary police officer will not wear, carry or transport any firearm during the course of assigned duties.

Each Auxiliary officer will be equipped with the following equipment upon successful completion of the required training curriculum:

- Uniform Trousers
- Uniform Shirts
- Ballistic Vest
- Hat and Hat Piece
- Tie
- All Weather Coat
- Raincoat
- Duty Belt
- O.C. Spray
- ASP Baton and Carrier
- Handcuffs and Carrier
- Communicable Disease Bag
- Baltimore County Police Field and Administrative Manuals
- Auxiliary Badge
- Auxiliary ID Card

DUTIES AND RESPONSIBILITIES:

Auxiliary police officers will perform police duties as assigned by the Administrator, including:

1. Security, crowd and traffic control at public events; such as parades, carnivals, fires, fairs, sporting events, fireworks displays and other assignments deemed necessary.

2. Rendering emergency services during natural disasters, floods, snowstorms and searches for missing persons.
3. Accompanying and assisting sworn Baltimore County police officers on patrol duty, transporting prisoners (when accompanied by a regular officer), and the performance of precinct desk duties.
4. Performing Auxiliary police duties in the vicinity of parks, schools, churches and synagogues.
5. Assisting in the performance of administrative duties.
6. Any assignment so ordered by the Administrator.

Auxiliary police officers will not:

1. Operate any departmental vehicle while the emergency equipment is activated.
2. Conduct traffic enforcement, except to direct the flow of traffic as a traffic control officer and issue citations for parking violations.
3. Serve an arrest or search warrant.
4. Participate in an activity when it is known in advance to be extremely dangerous or hazardous.

Sworn Auxiliary police officers who have been certified by the Chief of Police upon completing the course of training provided in this section may perform the duties enumerated in this section and may arrest without a warrant any person who commits or attempts to commit, any of the following offenses within the view of such officer, provided such officer is on official duty, working an assignment approved by the Department and under the direct supervision of a Baltimore County police officer, in uniform, and within the boundaries of Baltimore County:

1. Assault.
2. Theft.
3. Destruction of Property.
4. Disorderly conduct, disturbance of the peace in public places, and interference in athletic events.
5. Carrying or wearing a concealed weapon and carrying deadly weapons on public school property.
6. Violations of the Maryland Civil Laws pertaining to the consumption and possession of alcoholic beverages in opened containers on public property and highways and in vehicles thereon.
7. Trespass on posted property and refusing to leave public buildings or grounds upon request.

Auxiliary police officers will not be responsible for detecting crimes and for enforcing the general criminal laws of this state as outlined in the Annotated Code of Maryland; therefore, their arrest authority is limited to the circumstances provided in this subsection.

Working "under the direct supervision of a Baltimore County police officer" as used in this subsection means performing a specific authorized assignment as directed by a Baltimore County police officer; however, such assignments need not be executed in the presence or view of the Baltimore County police officer.

PROCEDURE AFTER AN AUXILIARY OFFICER HAS MADE AN ARREST:

When an Auxiliary officer affects an arrest in accordance with the County Code, Section 19-1-301, a sworn officer will be requested for assistance and compliance with the arrest procedures as outlined in Article 4 of the Baltimore County Police Department Field Manual.

AUXILIARY OFFICERS ARE SUBORDINATE:

When an Auxiliary officer is on duty with a sworn member of the Department, the Auxiliary officer (regardless of rank) will be subordinate to the regular police officer and will follow all lawful orders.

AUXILIARY POLICE ASSIGNMENTS:

Auxiliary officers are given three basic assignments:

A. Auxiliary Detachment Details:

1. These are assigned to the Auxiliary Police Team upon written requests made from the Police Department, County government agencies, and non-profit organizations.
2. The Auxiliary Police Team Administrator must approve these assignments and these duties will be the primary function of the Auxiliary Police Team.
3. Auxiliary Police Team supervisors, working under the guidelines and direction of the Auxiliary Police Team Administrator, will supervise these assignments.
4. All such assignments will be staffed by at least two (2) Auxiliary officers. When only one (1) Auxiliary officer reports to work the assignment, the officer will request permission from a shift supervisor to be assigned to the post car in the area of the Auxiliary detail assignment in order that he/she, along with the sworn officer, can check the detail event as often as possible.
5. The precinct commander will be notified when Auxiliary officers are given Auxiliary assignments in their precinct areas.
6. When requests are made to the Auxiliary Police Team for police services, and Auxiliary officers are not available, the Auxiliary Police Team Administrator will notify the precinct commander of the request in order that the post officer may check on the scheduled event as often as possible.

B. Calls for Service:

1. Auxiliary officers will receive training relating to report writing and the investigation of minor offenses and non-criminal calls for service. An Auxiliary officer will not participate in the Auxiliary Police – Calls for Service Program unless they have received this training.
2. Auxiliary officers will follow all departmental rules and regulations when investigating and reporting an offense. Auxiliary officers are limited in their authority by the Baltimore County Code. The procedures found in this order comply with those limitations.
3. Auxiliary detachment commanders and precinct commanders will jointly establish the mechanics of this program within their command. These in-house procedures will include such items as; personnel scheduling, availability of vehicles, and other subjects deemed pertinent to a command. The Administrator will be informed of decisions that are made concerning these in-house procedures.
4. On-duty precinct supervisors will be responsible for the supervision of any Auxiliary officers working in their patrol area. Auxiliary officers will work at the direction of these supervisors.
5. Auxiliary officers may respond to investigate the following calls for service when working as an Auxiliary police patrol:
 - a. Animal complaints
 - b. Assist motorists
 - c. Abandoned autos
 - d. Destruction of property
 - e. Follow-up information reports
 - f. Lost/Found property
 - g. Lost/Stolen automobile tags
 - h. Parking complaints
 - i. Road defects/Hazardous road conditions
 - j. Slim Jim details

- k. Telephone misuse
- l. Relays

In addition to these calls, a precinct commander may identify additional areas in which Auxiliary officers will be the primary responding unit. The Administrator will be informed of any expanded responsibilities for Auxiliary officers.

6. Auxiliary officers will not respond as the primary or backup unit to any call for service that is a crime in progress, is known to involve a deadly weapon, or has the potential for a weapon to be involved. Auxiliary officers may respond after it has been determined that weapons are not involved or that the crime scene is secure if so requested by a regular officer. Auxiliary officers may respond as a backup for other types of calls for service that would be considered non-hazardous.
7. Auxiliary officers will be responsible for conducting the initial and follow-up investigation of offenses that they report. Offenses that require additional investigation and cannot be completed by an Auxiliary officer during that tour of duty will be forwarded to the appropriate precinct squad supervisor for continuation.
8. Reports written by Auxiliary officers will be reviewed by an Auxiliary supervisor when available, before the report is given to a precinct squad supervisor for approval. All reports written by Auxiliary officers will be completed before they end their tour of duty, and signed by a precinct squad supervisor prior to the Auxiliary officer leaving for the day.
9. Investigations that identify a suspect in a criminal action will be immediately turned over to a precinct squad supervisor for continuation. Auxiliary officers will not issue a statement of charges against a suspect in an investigation. Arrests by Auxiliary officers are limited to those misdemeanors committed in their presence as enumerated in this Order.
10. Calls for service investigated by Auxiliary officers that are upgraded to a more serious crime not listed in this order, will be turned over to a precinct squad supervisor for investigation.
11. Auxiliary officers will work dates and times as determined by the precinct commander.
12. Under no circumstances will the emergency equipment of a patrol car be activated during a response by Auxiliary officers. Emergency lights may only be activated when a patrol car is stopped and being used to illuminate an accident scene or for safety purposes during motorist assistance or traffic control.
13. Auxiliary officers will not make motor vehicle stops.
14. Auxiliary officers operating a marked patrol unit will be identified by a 9000 series number that will indicate that the vehicle is an Auxiliary patrol unit. Issuance of the patrol car numbers will be coordinated through the Administrator.
15. Auxiliary officers will log on/off of the Mobile Data Terminal (MDT), as would any patrol unit. Additionally, Auxiliary officers will inform the Communications Center dispatcher verbally of their status and availability for calls.
16. In emergency situations, a sworn lieutenant or higher ranking officer may direct an Auxiliary officer to perform other Department duties, within the Auxiliary's scope of authority, regardless of the status of any Auxiliary assignment.

C. Department Assignments:

1. Auxiliary officers are permitted to work other Department duties such as accompanying sworn police officers, assisting on patrol and desk duties, and assisting with transporting prisoners.
2. In order to work these assignments, the Auxiliary officer must obtain permission to be on duty from the shift commander and work under the direction supervision of a sworn police officer.

ON DUTY:

An Auxiliary officer will be considered on-duty once he/she has the approval of a Department supervisor (either the Administrator or other Department supervisor), and the Auxiliary officer has properly completed the Auxiliary "sign-in" procedure, and is in the appropriate uniform.

OFF-DUTY EMERGENCIES – ON-DUTY STATUS:

Auxiliary officers will be considered on-duty when they incidentally come upon the scene of a:

1. Police officer in need of assistance.
2. Fire.
3. Traffic accident, provided the scene is located in Baltimore County; IF, no State or County police officer is present; OR, a Baltimore County police officer is present and requests the Auxiliary officer's assistance; OR, a police officer needs immediate assistance and is unable to request that assistance from the Auxiliary officer.

While at the scene of an incident described above, the Auxiliary officer will display his/her badge and ID card on their outermost garment.

Immediately upon completion of the emergency, the Auxiliary officer must respond to the nearest Auxiliary "sign-in" location and complete the "sign-in" procedure. The Auxiliary officer will then forward correspondence to the Auxiliary Administrator explaining the emergency.

NOTE: Even though Auxiliary officers are considered on-duty under the off-duty emergency situation, they will not have the authority to arrest, unless all requirements of Baltimore County Code, Section 27-8 have been met.

Auxiliary officers will not:

- a. Have the authority to arrest while in civilian clothes, or;
- b. Respond to any police call while off-duty, unless it meets the above criteria.

EMERGENCIES/DISASTERS:

When Auxiliary officers are needed during emergency and/or disaster situations, the Auxiliary Police Team office may be contacted during normal business hours. After business hours, the Auxiliary Police Team Administrator may be reached through the Communications Center.

When additional personnel are needed in a precinct, for a local emergency or search situation, a sworn shift commander or higher ranking officer may make direct contact with the Auxiliary Major or Captain assigned to that detachment, when the Auxiliary Police Team office is closed.

OPERATION OF DEPARTMENT VEHICLE:

Auxiliary officers may operate Department vehicles under **non-emergency conditions only**.

Auxiliary officers must possess a valid operator's license and a Department non-emergency operator's permit before driving a Department vehicle.

The purpose of the Department permit is to provide assistance to the Department in routine, but necessary duties that require the operation of Department vehicles under non-emergency conditions; such as mail and meal runs, relays, ferrying vehicles and to assist members of the Department with similar non-emergency duties.

In addition, Auxiliary officers may operate Department vehicles for Auxiliary assignments, responding to authorized calls for service and precinct details.

Auxiliary officers must be in uniform, properly signed-in and receive permission from a Department supervisor before placing a Department vehicle in service. EXCEPTION: Auxiliary officers are permitted to operate a Department vehicle in street clothes with the permission of the Auxiliary Police Team Administrator.

Auxiliary officers will not be allowed to operate a police vehicle in the company of any sworn police officer while on routine patrol.

If Auxiliary officers are to operate a Department vehicle, the shotgun must be removed from the vehicle. The shotgun will be removed by a sworn police officer.

Auxiliary officers are not authorized to activate emergency equipment at any time while operating a moving Department vehicle.

NOTE: Emergency lights may be activated if the vehicle is not moving and such activation is deemed necessary to provide an adequate warning signal to the public that a dangerous or hazardous condition exists.

Auxiliary officers will not operate a Department vehicle unless:

- a. Performing a non-emergency, non-hazardous Department duty as requested by a Department supervisor and the vehicle is driven in a direct route to a specific location(s).
- b. The Auxiliary member is a staff officer or a detachment OIC inspecting or supervising Auxiliary detail assignments with the approval of the Auxiliary Administrator.
- c. The Auxiliary officer is working calls for service or other details assigned by the Auxiliary Police Team Administrator.

Auxiliary officers will not transport prisoners unless assisting a sworn police officer and the officer is present during the transportation.

MOTOR VEHICLE ACCIDENTS:

While an Auxiliary officer is operating a police vehicle and inadvertently comes upon the scene of an incident which requires police attention, the officer will only take those preliminary steps to:

- a. Render first aid, if qualified.
- b. Preserve the scene.
- c. Notify police radio dispatch of the circumstances, including the description of suspect(s).
- d. Obtain witness information and remain at the scene until the arrival of a sworn member of the Department. The Auxiliary officer will then render such assistance as may be required.

DEPARTMENTAL ACCIDENTS:

In the event an Auxiliary officer is involved in a departmental motor vehicle accident, the procedures outlined in Article 9-3.1 of the Field Manual will be adhered to. In addition, the Auxiliary officer's detachment commander will be notified as soon as practical.

ON-DUTY INJURIES:

If an Auxiliary member is injured while on-duty, the procedures contained in Article 7-4.1.1 of the Administrative Manual will be adhered to. In addition, the following individuals will be notified:

- a. Commander of the Operational Services Section.
- b. Auxiliary Police Team Administrator.
- c. Auxiliary Detachment Commander of the injured member.

ALCOHOL VIOLATIONS:

When an Auxiliary officer seizes an alcoholic beverage they will immediately request a patrol unit to respond to the scene. The evidence will be turned over to the patrol officer for adherence to existing departmental procedures.

COURT EVIDENCE:

The sworn member of the Department assigned to the case will be responsible for redeeming any property or evidence from the Evidence Management Unit and delivering it to court.

When the sworn member of the Department is not needed to testify in the case, the Auxiliary officer will contact the sworn officer assigned to the case and arrange for the evidence to be brought to the precinct's evidence locker on the day before the court date.

Upon completion of the court case, the Auxiliary officer will immediately take the evidence back to the precinct and have it stored in the evidence locker so the sworn officer can return it to the Evidence Management Unit.

COMPLAINTS AGAINST AUXILIARY OFFICERS:

Any complaint of a minor nature made against an Auxiliary police officer may be submitted on a Form 12L through channels, to the Administrator of the Auxiliary Police Team.

All serious complaints, complaints of brutality, and unlawful conduct will be forwarded to Internal Affairs Division (IAD) as per departmental procedures.

The terms of the Law Enforcement Officer's Bill of Rights do not apply to members of the Auxiliary Police Team.

FAMILIARITY WITH DEPARMENTAL OPERATIONS:

Auxiliary officers must perform a specific number of hours/assignments to retain the required knowledge, skills, and abilities to perform their duties. To ensure the above, it will be the responsibility of the Auxiliary Police Team Administrator to establish:

- a. A list of assignments which will serve to retain proficiency levels of Auxiliary officers.
- b. Minimum number of hours that each Auxiliary officer must perform in the listed duties.

- c. A timetable/time span over which the minimum hours must be performed.

When creating the list of assignments, the Commanding Officer of the Operational Services Section or the Auxiliary Team Administrator will include assignments relating to the day-to-day delivery of police services, within the limitations specified by law.

In addition to assignment of the day-to-day delivery of service, the Auxiliary Police Team Administrator will ensure that all Auxiliary officers are aware of Department orders, correspondence, training bulletins, etc., which pertain to the operations of the Department. A Form 159 will be used as a permanent record and will be maintained by the Auxiliary Police Team Administrator.

The Auxiliary Police Team Administrator is responsible for maintaining records including:

- a. The number of hours each member has spent on assignments, including the type of assignment.
- b. The total hours volunteered by members per month.

LIABILITY PROTECTION:

Baltimore County provides liability protection to Auxiliary personnel as provided to any employee of County Government.

AUXILIARY POLICE SERVICE OFFICERS

The Chief of Police has the authority to select and appoint persons as members of the Baltimore County Auxiliary Police Team who will serve as Auxiliary Police Service Officers. Auxiliary Police Service Officers will be people of good moral character, twenty-one years of age or older, a high school graduate or its equivalent, possess a valid driver's license, pass a background investigation, and be a U.S. citizen.

Auxiliary Police Service Officers are to be trained and equipped in a similar fashion as the Auxiliary Officer but will not have the powers to arrest. They will only take custody of a prisoner/arrestee under the specific direction and in the presence of a sworn member of the Department. They will have the ability to participate in all other duties described in this order.

Auxiliary Police Service Offices will follow all of the prohibitions outlined above in this SOP.

Auxiliary Police Service Officers are not eligible for the length of service award program (LOSAP). They will complete 10 hours of In-Service training each year.


Captain Howard B. Hall
Commanding Officer
Operational Services Section