

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

AUXILIARIES

02.500

REVISED 06/13/07

EFFECTIVE 09/01/93

02.501 PURPOSE

The purpose of having auxiliaries assigned to the Police Department is to allow personnel with a law enforcement interest the ability to accomplish volunteer services for the Department. Auxiliaries are not sworn personnel; however, they are selected based on their interest in, and concern for, the needs of law enforcement. Auxiliaries are not law enforcement officers and are utilized for community relations and other liaison, emergencies, disasters, and other support activities. Examples of auxiliaries include, but are not limited to the Volunteer Chaplain Corps, Law Enforcement Explorers, Citizens On Park Patrol, Disabled Parking Enforcement Patrol, and volunteers at the main Police facility and at any substations.

02.502 AUXILIARIES

- A. Auxiliaries may be assigned to operational components within the Department in a support capacity role, enabling them to contribute their time to law enforcement related community service.
- B. Auxiliaries will not be commissioned as police officers. Auxiliary positions are those filled by civilian volunteers. They may be assigned to community service functions where the likelihood of taking police action is minimal and will not be given assignments requiring sworn officer status. Auxiliaries may be used in the same capacity as civilian employees provided they possess the requisite skills for the position, with the exception of the position of Public Safety Telecommunicator.
- C. The Volunteer Coordinator will be responsible for recruitment, assignments, and facilitating the training for auxiliaries. Auxiliaries may be assigned to perform tasks in any of the Divisions. All inquiries into the volunteer programs available at the department will be referred to the Volunteer Coordinator.
- D. Auxiliaries will be assigned duties commensurate with their experience and training, primarily in the following roles:
 - 1. Providing clerical support assistance.
 - 2. Assisting the various functions within the main Police facility and the substation.
 - 3. Assisting in the preparation and presentation of Police related ceremonies.
 - 4. Public service and safety monitoring in the form of "Eyes and Ears" in a non-enforcement action.
 - 5. Enforcement of the city's disabled parking enforcement laws upon completion of an approved training course and authorization by the City of Tyler and the police department.
 - 6. Providing spiritual support and service to sworn and civilian members of the police department and members of the community as a chaplain.
- E. The auxiliary's duties will not be altered except with approval of a supervisor. The duties may be altered, as an example, if the Department initiates emergency procedures, disaster relief, or special operations.
- F. Upon beginning a volunteer relationship with this Department, auxiliaries will be provided with training by the supervisor of the organizational component to which the auxiliary is assigned. The

supervisor conducting the training shall forward an acknowledgement to the Volunteer Coordinator documenting that the auxiliary personnel have been trained.

- G. Auxiliaries will perform their duties in conservative civilian attire and the Explorers shall wear the appropriate Explorer uniform.
1. This uniform shall be clearly distinguishable from the uniform worn by sworn officers.
 2. Uniforms and equipment issued to an Explorer or to the Explorer Post will be the responsibility of the Explorer or the Explorer Post Advisor.
- H. The Volunteer Coordinator will complete an inventory listing of equipment issued to a volunteer and conduct periodic inspections of department equipment issued to a volunteer.
1. Issued equipment will be returned to the Volunteer Coordinator in the event the volunteer is no longer active with the department.
 2. If items issued by the department become worn or are no longer serviceable due to normal use, the department will replace them at no cost to the volunteer.
 3. Personal clothing items damaged while performing assigned duties will be replaced by the department with like items.
 4. Replacement of equipment that is lost or damaged as the result of misuse or neglect will be the responsibility of the volunteer to whom the equipment is assigned.
 - a. Auxiliaries in the Parking Patrol program will be provided with an orange safety vest that identifies the wearer as a volunteer with the department. These vests may also be checked out by volunteers participating in other programs upon request by the volunteer and approval of the Volunteer Coordinator.
 - b. Chaplains will be issued shirts and a windbreaker that will have wording on the clothing that designates them as a Tyler Police Chaplain.
 - c. Chaplains will supply their own pants which will be a navy blue or black color trouser (no jeans).
 - d. Chaplains will supply their own black colored shoes. These may be of utilitarian design (not dress) but must remain in such condition as to reflect positively upon the wearer and the department.
- I. Some auxiliaries may be allowed to operate a Police Department vehicle while performing an assigned volunteer function. The Administrative Services Division Commander, with input from the Volunteer Coordinator, will make the determination which volunteers are allowed to operate a departmental vehicle.
1. When operating the vehicle, the volunteer will adhere to City of Tyler administrative policy 2-110. The Volunteer Coordinator will provide to each volunteer designated to operate a city vehicle a copy of this general order, the City Administrative policy, the Tyler Police Accident Policy, and a set of written guidelines regarding how to sign the vehicle in and out as well as the requirements necessary for its operation. The Volunteer Coordinator will document that the volunteer has received these documents, and has been trained according to this policy.
 2. The volunteer will be required to have a valid Texas Driver's license.
 3. At least annually, the Volunteer Coordinator will submit a list of volunteers that have been authorized to operate vehicles to the Inspections sergeant. The sergeant will submit driver's license checks on each of the volunteers to determine whether the volunteer's driving record is still in good standing. The Administrative Services Division Commander will review the driver's license returns to determine whether the volunteer is allowed to originally operate or continue to operate a city vehicle.

4. The Volunteer Coordinator is to monitor the use of the department vehicle by the volunteers and to report any problems to the Administrative Services Division Commander.
- J. All auxiliaries are required to notify the Volunteer Coordinator in the event they have any direct contact (whether arrested, cited for a violation, provide assistance, or otherwise involved in a police incident) with any law enforcement representative.
1. In the event an auxiliary is arrested or cited for a violation, the Volunteer Coordinator will obtain a description of the incident through a check of national, state or local records and through an interview with the volunteer involved.
 2. After reviewing the incident reports, the Volunteer Coordinator will forward the information to the Administrative Services Division Commander with a recommendation of further action as appropriate.
 3. The Administrative Services Division Commander will review the reports and recommendation and take action as deemed necessary including but not limited to retraining, reassignment or dismissal of the volunteer from service with the department. If the volunteer is to be dismissed, the Administrative Services Division Commander will forward a recommendation with supporting documentation to the Chief of Police who will make the final determination.
 4. If an auxiliary performs a heroic or otherwise exceptional act, the Volunteer Coordinator will investigate the reported act to determine what level of meritorious recognition is warranted. Following the investigation, the Volunteer Coordinator will forward recommendations to the Administrative Services Division Commander for appropriate recognition by the department. If the act warrants, the Commander will forward a recommendation to the Meritorious Conduct Board.

02.503 VOLUNTEER CHAPLAIN CORPS

- A. The Volunteer Chaplain Corps provides the Police Department and citizens of Tyler with the services of chaplain on a regular basis by building and maintaining an attitude of cooperation and mutual respect between the department and the citizens. Members of the Corps are on call for counseling, consultation and other forms of human crisis intervention. The Corps will be comprised of:
1. A Senior Volunteer Chaplain who will be selected by a committee comprised of the Chief of Police, Administrative Services Division Commander, the Volunteer Coordinator and the current Senior Chaplain, if available. The Chief of Police will make the final determination after considering the recommendation of the rest of the selection committee. A Senior Volunteer Chaplain may be recruited from the community by the Volunteer Coordinator and, if available, the outgoing Senior Chaplain.
 - a. The Senior Chaplain will develop and maintain a liaison with the members of the department through the appropriate unit supervisors.
 - b. Senior Chaplains will serve a four-year term unless otherwise specified by the Chief of Police.
 - c. The Senior Chaplain will report activities of the Chaplain Corps members on a monthly basis to the Volunteer Coordinator.
 - d. An annual report summarizing the Chaplain Corps' activities will be submitted to the Chief of Police through the Volunteer Coordinator.
 2. Volunteer Chaplains will submit a written application and resume to the Volunteer Coordinator. Prospective chaplains will be screened and interviewed by the Volunteer Coordinator, Senior Chaplain and Administrative Services Division Commander. A

recommendation will be submitted to the Chief of Police for final approval. Chaplains selected for the program will perform the duties as specified in the Volunteer Chaplain Job Description and Handbook.

- a. Chaplains will report their activities in writing to the Senior Chaplain at the end of each month or sooner as situation warrants.
 - b. The Senior Chaplain will develop a schedule noting the rotation of the Duty Chaplain and naming the first and second backup.
 - c. Chaplains will follow the written schedule set by the Senior Chaplain and the chaplains will be responsible for keeping contact information updated.
 - d. A copy of the monthly schedule along with contact information will be supplied by the Senior Chaplain to the Communications Unit Supervisor and the Volunteer Coordinator
 - e. Trading or swapping duty rotations must be approved by the Senior Chaplain.
3. Volunteer Chaplain Corps Administrative Assistant will be recruited and selected by the Volunteer Coordinator.
- a. The Volunteer Coordinator will solicit recommendations from the Senior Chaplain prior to making a selection.
 - b. The Administrative Assistant will provide clerical support for the Chaplain Corps and the Senior Chaplain. This person's duties will include but not be limited to assisting the Senior Chaplain in compiling monthly and annual reports, maintaining a current contact list and distribution of the duty schedule to all chaplains and the Volunteer Coordinator.
 - c. The administrative assistant will be a volunteer but is not required to be a chaplain.
- B. A department issued pager will be carried and turned on at all times by the Duty Chaplain throughout each assigned period of duty. When a Chaplain receives a page, the person is to respond by calling the person who made the page, to find out the reason for the page and to explain whether they can be en route. If no response is received in 10 minutes, the next in rotation Chaplain will be paged. If a Chaplain fails to respond to a page, the person making the page is to send notice to the Volunteer Coordinator detailing the attempted contact.
1. The Duty Chaplain is the main chaplain on call for any given month according to the duty schedule set by the Senior Chaplain.
 2. The First and Second Back-up Chaplains as set by the Chaplain duty schedule will also carry and have turned on at all times a department issued pager in the event the primary Duty Chaplain is unavailable or fails to answer a page.
 3. In the event a chaplain does not answer a page, a follow-up call by the Senior Chaplain will determine the reason the page was not answered. The Senior Chaplain will make a report to the Volunteer Coordinator describing the reason the call was not answered and the Senior Chaplain will make a recommendation as to whether further action is necessary.
 4. The Volunteer Coordinator will make a notation of the missed call in the Duty Chaplain's record. If further action is necessary, the Volunteer Coordinator will forward the report to the Administrative Services Division Commander for review and to determine if further action is warranted. The Commander will inform the Volunteer Coordinator of any necessary action.

Approved: 06/13/07

Angie Swindle