

DIRECTIVE 16.4 AUXILIARY PROGRAMS

Issue Date: 06/30/2015	By Order of Chief of Police
Rescinds: 16.4 (Issue 10/15/08)	CALEA Standards Referenced: 16.4.1; 16.4.2 & 16.4.3
Pages: 3	Review Month: February

This directive consists of the following sections:

- [16.4.1 Auxiliary Programs](#)
- [16.4.2 Auxiliaries Training](#)
- [16.4.3 Auxiliaries Uniforms](#)

POLICY & PROCEDURE

Miami Township Police Department recognizes that auxiliaries offer significant service to the Police Department and residents of Miami Township. Auxiliaries volunteer hours to numerous community events and police operations by performing routine, non-police duties.

16.4.1 Auxiliary Programs

The department's auxiliary programs consist of:

- A recognized Law Enforcement Explorer Scout Program affiliated with and sanctioned by the Boy Scouts of America;
- Citizen's Police Academy Alumni Association (CPAAA);
- Police Chaplain Program.

All persons participating in Miami Township Police Department Auxiliary Programs shall abide by all policies, procedures, rules and regulations established by the Miami Township Police Department. Auxiliary volunteers must complete a written application and screening process as determined by the Support Services Supervisor before acceptance into any auxiliary program. Directive 16.4 in its entirety will be attached to the auxiliary volunteer application and receipt of this directive will be indicated by the volunteer applicant.

Auxiliaries Status

Persons participating in Miami Township Police Department Auxiliary Programs are not sworn personnel. Auxiliary volunteers shall not carry or use any type of weapon or firearm.

Duties, Roles & Authority of Auxiliaries

Persons participating in the Law Enforcement Explorer Program and the Citizen's Police Academy Alumni Association may volunteer for any activity approved by the Police Department for which they have the competency and physical capacity to do so.

Persons participating in the Police Chaplain Program must be an ordained minister, rabbi or equivalent in good standing with his church/denomination. Chaplains shall offer crisis intervention, assist in police notifications to families in the event of death, serious illness or injury, provide counseling or referral to citizens or police personnel and maintain a liaison with the religious and civilian community in general.

Auxiliary volunteers shall at no time assume the role of a law enforcement officer nor interfere with an officer in the performance of his or her duties.

Auxiliary volunteers shall not publicly criticize the actions of any officer or any directive, policy, procedure, rule or regulation of the Miami Township Police Department. Any concern or grievance of auxiliary volunteers shall be directed to the Support Services Supervisor for discussion and final resolution.

Any information gained by auxiliary volunteers shall be considered confidential and shall only be used to the benefit of the persons concerned. Auxiliary volunteers shall not release any information to any person outside of the Miami Township Police Department, including the news media, physicians or insurance companies unless directed by the Command Staff.

Auxiliary volunteers failing to maintain these or any other required policy, procedure, rule or regulation of the department shall be asked to resign from the program.

Police ride alongs shall be approved and assigned by the Assistant Chief of Police or his/her designee on a limited basis. The ride alongs are typically limited to one ride along when first joining the auxiliary program. The ride along shall be no longer than 6 hours, unless approved by the Assistant Chief of Police or his/her designee. Those requesting a ride along must complete and sign the Ride Along Request Form. Once approved, the auxiliary will be assigned to an officer. Upon completion of the ride along, the form will be submitted to the Support Services Supervisor for retention. The retention of the form will be dictated by the Miami Township Schedule of Records Retention and Disposition.

16.4.2 Auxiliaries Training

Auxiliaries may attend any training session organized by or approved by the Miami Township Police Department.

Auxiliaries that volunteer to work at community events or any other police function shall receive training appropriate to the duties anticipated.

16.4.3 Auxiliaries Uniforms

Persons participating in the Law Enforcement Scout Program shall wear uniforms that clearly distinguish them from sworn officers of the Miami Township Police Department. The Chief of Police shall reserve the right to approve the uniform, its parts and accessories.

Persons participating in the Citizen's Police Academy Alumni Association shall wear an approved uniform of a civilian golf style shirt with a logo and golf cap (optional) approved by the Chief of Police.

Persons participating in the Chaplain Program shall be properly attired as follows:

- Non formal events: Chaplains will wear the issued chaplain shirt or jacket.
- Formal Events: Chaplains will wear a suit and tie and display the issued Chaplain badge and nameplate on the left breast pocket of the suit coat.
- The Chief of Police shall reserve the right to approve the clothing standard, its parts and accessories.

Auxiliary CPAAA volunteers shall be issued an Identification card that must be worn at all times while working at community events or any other approved police function. Identification cards issued to CPAAA volunteers shall be stamped as VOLUNTEER and shall not bear any badge design or any other marking that would cause a person to believe the auxiliary is a sworn Officer. Identification cards are only to be worn or displayed while engaged in an approved community event or other approved police function.

Auxiliary Explorers and Chaplains are issued name plates/uniform markings for identification purposes.

All issued uniforms, shirts, jackets or any other item and accessory issued to an auxiliary volunteer are the property of the Miami Township Police Department and shall be returned immediately by order of the Chief of Police or his/her designee.