

CONFIDENTIAL

**APPLICANT PERSONAL HISTORY QUESTIONNAIRE
CITY OF JACKSONVILLE**



FOR HUMAN RESOURCES USE ONLY	
Date Application Turned In:	_____
Test Cycle Scheduled For:	_____
Application Deadline:	_____
Position Applied For:	_____

AN EQUAL OPPORTUNITY EMPLOYER

Please fill out this application to the best of your ability. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

VERIFICATION OF INFORMATION

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment or training with the JACKSONVILLE POLICE DEPARTMENT. An extensive background investigation will be conducted into your personal history. Applicants for the position of Police Officer will be required to take a physical exam, and oral board exam and drug screening.

Any FALSE, MISLEADING OR INCOMPLETE information substituted for accurate information will be grounds to disqualify you from further consideration in the application process with the Jacksonville Police Department.

I confirm that I have read and understand the above and that all statements and documents presented to the Jacksonville Police Department are true, correct and made in good faith.

Applicant Signature

Date Signed

Applicant Printed Name

Telephone Number

- USE BLUE OR BLACK INK ONLY.** Complete this form in your own handwriting or printing.
- Be certain that your answers are legible.
- Read each question carefully before answering.
- Be certain that each question is answered COMPLETELY and CORRECTLY. Submit all documents as requested. If a question does not apply to you, write N/A (Not Applicable) in the space. Do not leave any blank spaces.
- Additional space is provided at the end of this packet for any answers that require clarification or further explanation. All entries will have a space to specify which question you are relating the explanation to.

JACKSONVILLE POLICE DEPARTMENT INSTRUCTIONS & NOTICES FOR JPD APPLICATION PACKET

Please read the following, making sure to follow ALL instructions completely. Failure to provide requested documents or to follow these instructions may disqualify you from completing the background. Do not omit, falsify, or misrepresent the truth on any required or requested forms, and documents. All forms should be complete and thorough, and in your own handwriting, using blue or black ink on forms.

REQUIRED DOCUMENTS: (Bring originals with application and copies will be made at the police department)

- | | |
|---|---|
| <input type="checkbox"/> College Diploma (if applicable) | <input type="checkbox"/> Police Academy Certificate/Training Certificates (if applicable) |
| <input type="checkbox"/> DD214 (Long Form) Military Discharge (if applicable) | <input type="checkbox"/> Driver's License |

Prior military applicants must complete the online request pertaining to military records by going to <https://www.archives.gov/veterans/military-service-records/index.html>. Request the UNDELETED records. Place the name and address of the person it should be mailed to as listed below*. Print off the signature pages and bring in the signed signature page with your completed application. This only applies if you don't already have a copy of your DD214 or service records available.

If you cannot provide a copy of any of these documents, you must write a Letter of Excuse pertaining to each document missing, explaining the circumstances and the name, address, and phone number of person(s) who can be contacted to follow up on each document. Also, an approximated time frame for when the document will be available, if at all.

This department will only consider Police Officer applicants who score 70% and above on the Civil Service Commission's Police Entry Level Examination.

The department may contact you at times to clarify information, or ask additional questions to help in the decision making process; therefore, if you change address, phone numbers, or employment status, these must be reported immediately to the background investigator.

*Send requested documents from above to the Jacksonville Police Department, Attn: Office of Professional Standards, 1400 Marshall Road, Jacksonville, AR 72076. Phone 501-982-3191, Fax 501-982-3020

I have read this form and understand what has been requested, and what is required to be considered for a pre-employment background investigation by the Jacksonville Police Department.

Applicant Signature: _____

Printed Name: _____

Date: ____/____/____



City of Jacksonville

Application for Employment

Equal Opportunity Employer

#1 Municipal Dr. Jacksonville, Arkansas 72076 (501)982-4671 FAX (501)982-4670

We consider application for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Previous Names Used	Last Name	First	Middle
Address		City	State Zip
If not a resident at current residence for 2 years, give previous address and phone number:			
Home Number	Cell	Work	Email
Drivers License # and State	How did you hear about this position?	Type of employment? Full-Time Part-Time Seasonal	
Position Applied For:			Date:
Have you ever been convicted of a felony? (A past criminal history does not necessarily disqualify an applicant from employment.) YES NO			
If yes, describe fully:			

Available for work: ____/____/____	Desired salary: \$ _____
Are you legally eligible for employment in the U.S.?	YES NO
<small>**If offered employment, you will be required to provide documentation to verify eligibility.</small>	
Have you ever been employed with the City of Jacksonville before?	YES NO
If so, when? _____	
Are you at least 16 years of age?	YES NO
Are you at least 20 ½ years of age? (Police and Fire only)	YES NO
Do you have any friends or relatives who work for the City of Jacksonville?	YES NO
If YES, name and relationship _____	
Are you currently employed?	YES NO
May we contact your present employer:	YES NO
In case of an emergency, who should we contact?	
Name: _____	Home: _____ Cell: _____
Address: _____	Relation: _____

EDUCATION

School	Name and City/State	Course of Study	From Mo / Yr	To Mo / Yr	Diploma / Degree
High School					
College					
College					
Other (Specify)					

WORK EXPERIENCE (Must be completed even if you supply us with a resume)

Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor					
Reason for Leaving			Were you fired?	YES	NO
<hr/>					
Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor					
Reason for Leaving			Were you fired?	YES	NO
<hr/>					
Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor					
Reason for Leaving			Were you fired?	YES	NO

Comments: (Include explanation of any gaps in employment)

Describe any specialized training, apprenticeship and skills.

ADDITIONAL INFORMATION

Other Qualifications *(Summarize special job-related skills and qualifications acquired from employment or other experience)*

PERSONAL / PROFESSIONAL REFERENCES (DO NOT INCLUDE FAMILY MEMBERS OR PAST SUPERVISORS)

Name	Phone Number	Occupation	Years Acquainted
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein, and any attached resume, are true and complete. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the City of Jacksonville, and further agree that my employment and compensation are at the will of the City of Jacksonville and can be terminated, with or without cause, and with or without notice, at anytime at the option of the City of Jacksonville or myself. I understand and agree that these terms can only be modified in writing and signed by the Human Resources Director of the City of Jacksonville. No supervisor, representative, agent, or other employee of the City of Jacksonville has now or has had in the past the authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the City of Jacksonville, either written or oral, modify the above terms.

I understand and agree to take any physical examination, including drug testing; all such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize persons, school, companies, employers and/or their representatives to furnish verification to the City of Jacksonville, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that have or which may arise, against any and/or all of them, including the City of Jacksonville, as a result of them furnishing information to the City of Jacksonville. I authorize the City of Jacksonville, should they employ me, to release employment references, if my employment becomes terminated for any reason. I also authorize the City of Jacksonville to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C Section 1681, et. seq. I understand that the decision for my continued employment and to hire me and will be subject to the results of these inquiries.

I understand this application will be active until this position applied for is filled. After that time, if I wish to be considered for employment, I must re-apply.

A PRE-EMPLOYMENT DRUG SCREEN AND BACKGROUND CHECK WILL BE CONDUCTED UPON JOB OFFER.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT.

Signature of Applicant

Date



"Soaring Higher"

Jacksonville Police Department Grooming Notice

Jacksonville Police Department Policy 5-9 states, in part, the following about tattoos and piercings/body modifications. As of January 1, 2016, any visible tattoo on the face, head, or neck and any piercing/body modification, to include but not limited to, as determined by the Chief of Police, those listed is an automatic disqualification for employment.

- **Tattoos:** Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement, and exceeding the standards of the profession. The following shall be adhered to:
 1. Employees, both uniformed and non-uniformed, will report their existing tattoos that are visible below the elbows and below the knees which would likely be seen in a short sleeved shirt or bicycle shorts. This shall be done via their chain of command to the Chief of Police, describing the tattoos and their location on the body.
 2. Only one (1) "ring style" finger tattoo is permitted on each hand.
 3. No employee shall obtain or display any tattoo on the front or sides of the neck, the head, or the face area. Existing employees, from the date of this policy, that have any prohibited tattoos must keep the tattoo(s) completely covered, without exception, while on duty or during work related functions.
 4. No employee shall exhibit any tattoo that is likely to be seen as gang or drug related, racist, sexist or sexually suggestive or explicit, obscene or profane, vulgar or containing profanity, religiously discriminatory, undermining City or Department values, or containing illustrations, references, symbols, acronyms, etc. that represent criminal, oppressive, prejudicial, or discriminatory beliefs or organizations. The Chief of Police shall have the discretion to request an employee to keep any tattoo covered which he deems unprofessional.
 5. No employee shall obtain any new tattoos that would be visible to the public while on duty or work related functions without written permission from the Chief of Police. A written request will be submitted via the employee's chain of command.
- **Piercings and Body Modifications:**
 1. Facial piercings of the nose, lip, eyebrows, tongue, or another part of the face or neck is unacceptable for all employees. An exception will be a female officer may wear one (1) pair of stud earrings in the lower ear lobe(s), and non-sworn females may wear professional looking pierced earrings.
 2. Body modifications that are visible while on duty or during work related functions are prohibited. Body modifications are defined as any intentional body mutilation, scarring, or branding and include, but are not limited to, the following:
 - a. A split, forked tongue;
 - b. Foreign objects inserted under the skin to create a design, effect, or pattern;
 - c. Scarification;
 - d. Enlarged or stretched out holes in the earlobes (other than normal piercing holes) and dermal punching.
- **Dental Ornamentation:** Officers shall not have dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

Applicant Signature: _____

Printed Name: _____

Date: ____/____/____



JACKSONVILLE POLICE DEPARTMENT

COURAGE • INTEGRITY • PROFESSIONALISM

John C. Franklin
Chief of Police

1400 Marshall Rd.
Jacksonville, AR 72076
(501) 982-3191

TATTOO DISCLOSURE FORM

If you wish to be participating in the pre-employment process, you must disclose the following information about any and all tattoos that are visible on your forearms (elbow and below), hands, and lower legs (knee and below) you have by providing the following information:

1. Location
2. A detailed description of tattoo design;
3. An explanation of what each of the tattoo represent to you;

I do not have any applicable tattoos to disclose. _____ **Initials**

I do not have any tattoos on my head/face/neck. _____ **Initials**

IMPORTANT: Return this form completed and with the information requested, if applicable, prior to or upon arriving for the P.A.T.

Signature: _____

Date: ____/____/____

Received by: _____

Date: ____/____/____

**JACKSONVILLE POLICE DEPARTMENT
PHYSICAL AGILITY TEST (PAT) DESCRIPTION:**

1. Vehicle Push of Fifty (50) Feet
 - a. The participant stands to the rear of the vehicle and pushes the vehicle forward fifty (50) feet;
2. 440 Yard Run
 - a. The participant begins at the end of vehicle push;
 - b. The participant runs right around the vehicle;
 - c. The participant runs parallel with curb on roadway until reaching the designated traffic cone;
 - d. The participant continues by crossing the roadway to other traffic cone;
 - e. The participant runs parallel with curb on roadway until reaching the next traffic cone at parking lot of Primary Firing Range;
 - f. The participant runs diagonal across parking lot to the sidewalk leading to the Primary Firing Range;
3. Stair Climb
 - a. The participant continues on sidewalk through the gate to the stair case of the Shooting Tower;
 - b. The participant ascends one (1) flight of fifteen (15) steps to the first floor platform;
 - c. The participant ascends one (1) flight of four (4) steps to the second floor platform;
 - d. The participant runs straight across second floor platform and grabs the top rail on south side with both hands for one (1) second and releases;
 - e. The participant returns to the stair case and descends both flights of steps onto the sidewalk;
4. Fence
 - a. Approach and climb over simulated fence obstacle, approximately four (4) feet in height;
5. Window Entry
 - a. Approach and maneuver through the simulated window obstacle;
 - b. Descend onto platform on other side;
 - c. Descend onto ground;
6. Crouching Obstacle
 - a. Approach and duck under an obstacle approximately four (4) feet in height;
 - b. One knee must make full contact with the ground;
 - c. No part of the participant's body may contact the obstacle;
7. Ditch
 - a. Approach and jump over a simulated ditch, approximately three (3) feet in width;
8. Hurdle #1
 - a. Approach and jump over a sixteen (16) inch hurdle;
9. Hurdle #2
 - a. Approach and jump over a twelve (12) inch hurdle;
10. Firearm – Left Hand
 - a. Approach barricade at the fifteen (15) yard line;
 - b. With your left hand take weapon;
 - c. Straighten arm and aim down range at target and pull trigger three (3) consecutive times;
11. Firearm– Right Hand
 - a. Switch to right hand keeping barrel pointed down range;
 - b. Straighten arm and aim down range at target and pull trigger three (3) consecutive times;

12. Dummy Rescue

- a. The participant goes to the dummy lying beside the barricade;
- b. The participant must physically move the dummy in a straight line ten (10) yards;
- c. The participant must ensure that all parts of the dummy are across finish line;
- d. End of exercise.

13. Qualifying Time

- a. The participant must complete all exercises of the Physical Agility Test within a time of four (4) minutes, sixteen (16) seconds.
- b. The participant who fails to do so will be rescheduled for a re-test opportunity within three to ten (3-10) days, unless adverse weather conditions prevent it, and if so, then rescheduled as soon as possible

14. Department Standards:

- a. The participant who fails to meet the above physical agility standards will be disqualified from consideration during the Entry Level Exam period.
- b. The participant will be authorized another opportunity to complete the PAT during the next Entry Level Test cycle. The OPS *may* provide those applicants notification of the next opportunity to attempt the PAT for qualification. The applicant is responsible for keeping the OPS updated on any change in their contact information. ***But, it is the applicant's responsibility to contact the OPS to learn of the next scheduled opportunity.***
- c. The participant having failed to complete the PAT during 2 separate exam cycles will be disqualified for the next 2 Entry Level Exam periods and/or one calendar year from applying for a police officer position. This will allow the applicant an opportunity to improve physically and prepare themselves for any future PATs.

Applicant Signature: _____

Printed Name: _____

Date: ____/____/____



CITY OF JACKSONVILLE POLICE DEPARTMENT



WAIVER OF LIABILITY FOR PHYSICAL AGILITY TESTING PARTICIPANT

(Please print)

I, _____, of _____,
(Full name) (Address)

on behalf of myself, my heirs, executors, administrators, agents, and assigns, hereby waive all claims, demands, damages, causes of action, or litigation of any nature whatsoever against the City of Jacksonville, Jacksonville Police Department, and/or any agent/employee of the City of Jacksonville/Jacksonville Police Department, arising from any occurrence, accident, injury, or damage while I perform the Physical Agility Test as required for the position to which I have applied with the Jacksonville Police Department. I have reviewed and fully understand the Physical Agility Test requirements and voluntarily accept those terms and the inherent risks associated therewith.

I am physically able to complete the Physical Agility Test as described in written form.

Applicant Signature _____ Date _____

OPTIONAL: Please have this Section completed by your physician if you believe you have a medical condition or injury which may affect your ability to participate in the Physical Agility Test.

I reasonably believe that the above named person is physically able to perform the Physical Agility Test of the Jacksonville Police Department without unreasonable risk of injury.

Physician Signature _____ Date _____

(Physician's printed name and office address/phone number)

JACKSONVILLE POLICE DEPARTMENT

Policy: 5-15

Effective: 01-01-09

Revised: 02-01-16

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, a written test, 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.

- B. While auxiliary officers' badges are identical in appearance to badges issued to full time officers, the "rank panel" of the auxiliary officer's badge shall include the word "Auxiliary." No rank designation will appear on an auxiliary officer's badge.
- C. Auxiliary officers shall adhere to all regulations and policies governing the wearing of the Jacksonville Police Department uniform.
- D. Auxiliary officers will be issued a duty firearm. The Chief of Police, or his designee, must approve any personally owned handgun carried by an auxiliary officer and he must qualify with the handgun before carrying it on duty and then at designated times thereafter.

V. TRAINING

All members of the Jacksonville Police Department's Auxiliary Police Force shall receive training as required by the Arkansas Commission on Law Enforcement Standards and Training comparable to the level required for full time law enforcement officers. This training shall include, but is not limited to:

- A. Part-time II Police Officer Course - Applicants will attend the Part-time II Police Officer Course as approved by the Arkansas Commission on Law Enforcement Standards and Training. This course will be held on an as needed basis and may be held in conjunction with other local law enforcement agencies. The course will consist of no less than one hundred (100) hours of classroom instruction and firearms training. The reserve curriculum shall be comparable to the state approved curriculum for police officers attending basic police training.
- B. After one (1) year of service an auxiliary officer will be certified as an auxiliary police officer.
- C. Before riding with a patrol unit, auxiliary officers must serve a minimum of the following:
 - 1. Assisting for fifty (50) hours in the Temporary Detention Facility, and
 - 2. Fifty (50) hours observing at the communications center.
- D. Prior to being authorized to carry a weapon, auxiliary officers will be issued a copy of the Jacksonville Police Department's Response to Resistance policy and will receive documented instruction concerning the use of deadly force.
- E. Auxiliary officers will be required to attend the same in-service training as given full time police officers, mandated by Jacksonville Police Department policies and procedures.

VI. AUXILIARY OFFICER REGULATIONS

- A. Auxiliary officers shall not, while off-duty, identify themselves as regular police officers of the Department in any manner except when:
 - 1. The auxiliary officer identifies himself to a Jacksonville Police Officer needing assistance; and/or
 - 2. The auxiliary officer is assigned an official duty in which he is required or permitted to wear civilian clothes and an occasion requires that he must identify himself as a police officer.
- B. Auxiliary officers are required to meet all court attendance requirements, which are required of regular officers.
- C. Auxiliary officers shall be required to be current and familiar with all policies, rules and procedures of the police Department and the City of Jacksonville which pertain to their police duties.
- D. Auxiliary officers will be required to:
 - 1. Maintain a current telephone number and be subject to emergency call out twenty-four (24) hours a day when not in conflict with the auxiliary police officer's regular employment; and

2. Exhibit the same high standards of professional and moral conduct as full time Jacksonville police officers;
3. Attend all mandatory auxiliary officer's meetings and training classes as may be scheduled by the Department;
4. Auxiliary officers will be required to work, at a minimum, sixteen (16) hours per month. Officers may be assigned to divisions other than the patrol division, upon the approval of the Auxiliary Coordinator, the commander of those divisions, and the Chief of Police. In addition, auxiliary officers will attend one auxiliary meeting per quarter, unless excused by the Chief of Police or his designee. Officers may be excused from participation for the following reasons:
 - a. Illness;
 - b. Conflicting work schedule;
 - c. Family emergency; and
 - d. Other unusual emergencies or conflicts.

VII. FIREARMS PROFICIENCY TRAINING

At a time and date announced by the Jacksonville Police Department's Training Officer, auxiliary officers will be required to demonstrate proficiency with any weapon approved for their use. The frequency of qualification and the minimum qualification score required of auxiliary officers will be the same as the score required of full time officers. Auxiliary officers who fail to demonstrate this level of proficiency will not be authorized to carry weapons.

VIII. DISCIPLINARY PROCESS

Jacksonville Police Department Auxiliary Officers may be subject to the same disciplinary processes as any full time employee for misconduct while on duty or official misconduct when off-duty. However, auxiliary officers serve at the discretion of the Chief of Police and the Chief of Police may terminate an auxiliary officer's appointment at any time for any cause deemed sufficient. Disciplinary action, up to and including termination from the Auxiliary Police Force, may be taken for:

- A. Failure to work the required number of shifts; or failure to attend scheduled Auxiliary Police Force meetings or assigned training sessions;
- B. Performance as an auxiliary officer that is inconsistent with the standards required by the Jacksonville Police Department; and
- C. Other conduct considered to be unbecoming an officer or so detrimental in nature to the Department or the auxiliary program that such action affects the performance of police services.

IX. GRIEVANCES

- A. An auxiliary officer shall first report any general problem or grievance to the Auxiliary Coordinator.
- B. If the problem or grievance arises while the officer is on duty and is of a nature that it requires immediate intervention, the officer is to report to the full-time supervisor on duty.

X. DUTY AND ASSIGNMENTS

- A. Auxiliary officers shall be utilized at any time it is necessary to assist the regular, salaried employees of the police Department to preserve the peace, enforce the law and maintain order in the community.

- B. Auxiliary officers may be required to perform any type of police activity as deemed appropriate by the Chief of Police. In addition, the Chief of Police may limit any activity of auxiliary officers as deemed necessary.
- C. Auxiliary officers shall be subject to the direction and supervision of the supervisor or regular police officer assigned to any scene of police activity. The auxiliary officer shall perform any authorized duty the supervisor or police officer directs and which is within the scope of activities authorized by this order.
- D. Auxiliary officers must report to the on-duty supervisor in the division of their assignment prior to beginning their tour of duty. No auxiliary officer will be permitted to begin duty without first being assigned by an on-duty supervisor. The supervisor should make the appropriate assignment based on manpower needs, known problem areas, or other factors as determined by the division commander.
- E. Each auxiliary officer will document the number of hours of service upon completion of their tour on the appropriate form (JPD Form 5-15) and submit the form to the Patrol Secretary at the end of the month.
- F. Auxiliary officers are assigned duty consistent with their level of training. The auxiliary coordinator is responsible to maintain this roster, which is designed to inform all concerned as to the level of duty for which an auxiliary officer is qualified. This is the official document for affected parties to reference when determining any auxiliary officer's status
 1. Duty Level "A": Officers assigned to level "A" have graduated from a CLEST certified One Hundred (100) hour course and are officially appointed as auxiliary police officers with this Department. These officers are currently undergoing an orientation, requiring them to serve fifty (50) hours at the communications center and fifty (50) hours in the Temporary Detention Facility. Level "A" officers are permitted to wear appropriate civilian clothing while completing their orientation. Level "A" officers are not permitted to ride in a police car. When these officers file appropriate documentation with the auxiliary coordinator, they are moved to level "B". At that time, a request for uniforms and equipment will be forwarded by the Auxiliary Coordinator to the Support Services Division.
 2. Duty Level "B": Officers assigned to level "B" are enrolled in a basic training program consisting of one hundred (100) hours of ride along observation followed by fifty (50) hours behind the wheel. During the first one hundred (100) hours of level "B" status, an auxiliary officer is to "observe" only, except when directed by an officer to assist. Before beginning training, the officer must acknowledge in writing, on a form provided by the auxiliary coordinator, that he has read and will comply with the auxiliary officer procedure manual. At that time the officer will be issued a basic training manual. The Auxiliary Lieutenant will supervise the training program, communicate the program to supervisors and full-time officers, and assist the trainee in every way possible to complete the training in a timely manner. Level "B" officers are not considered or counted on as a "second officer". The trainee is required to ride with officers who have completed a minimum of two (2) years of full time service. The trainee is personally required to communicate to dispatch at the start of each shift that the officer he is riding with is not to be considered a "two man" unit. In order to move to Level "C", after one hundred fifty (150) hours of patrol and completion of the auxiliary basic training manual, the auxiliary officer will request a check ride with an auxiliary officer holding the rank of Sergeant or above.
 3. Duty Level "C": Officers assigned to level "C" have satisfactorily completed the basic training program and have been notified by the Auxiliary Coordinator that they officially hold level "C" status. Level "C" officers are authorized to perform the following duties:
 - a. Ride as second officer in a patrol car (will not ride with full-time probationary officers and never serves on patrol in a car alone). The auxiliary officer may drive if the full-time officer to whom he is assigned and the supervisor on duty agrees. Permission to

- drive ends at the end of the full-time officer's shift and must be obtained each time the auxiliary officer reports for duty. The auxiliary officer is owed no explanation if permission to drive is denied;
- b. Serve alone at assigned posts during parades, festivals, holidays and similar functions requiring larger than normal amounts of manpower;
 - c. Serve with divisions other than the patrol division as assigned; and
 - d. Make physical arrests only on the orders of, and in the name of, a full-time officer (applies to all levels below "E").
4. Duty Level "D": Officers assigned to level "D" have logged a minimum of two hundred fifty (250) hours of patrol time and have been issued a certified auxiliary officer's certificate from CLEST or have a minimum of one (1) year's previous full-time police experience, and in either case have been notified by the Auxiliary Coordinator that they officially hold level "D" status. In addition to level "C" duties, these officers are authorized to:
- a. Serve alone in a patrol car for the purpose of checking property or maintaining a police presence in a certain area. These assignments are to be specific, made by a full-time officer holding the rank of Sergeant or above and expire at the end of the full-time shift. Auxiliary officers overlapping to the next full-time shift must report to a supervisor on that shift to receive a new assignment. Supervisors are not obligated to permit the auxiliary to serve alone and may at their discretion assign the auxiliary to ride as a second officer;
 - b. Serve as back up to patrol units when riding alone only when assigned to do so by a shift supervisor or dispatch. On any criminal call in progress (examples: burglary in progress, domestic or other disturbance) level "D" officers are to await the arrival of a full-time officer before arriving at the scene unless they are specifically told otherwise by a full time officer;
 - c. Level "D" officers are not to initiate a radio call offering themselves as a back-up or ask for permission to arrive first if they have been dispatched as a back-up officer;
 - d. Make a traffic stop only when ordered to do so by a shift supervisor;
 - e. Take minor calls and make reports on misdemeanors as assigned; and/or
 - f. Perform other duties as assigned by a shift supervisor.
5. Duty Level "E": Officers assigned to level "E" are graduates of an Arkansas or other recognized civilian police academy, have at least one (1) year of full-time police experience, have completed the time and training requirements for levels "A" through "D", and have been approved by the Chief of Police, or his designee, to serve as level "E" officers. Level "E" officers have full traffic and criminal arrest authority per state law only while acting under the direction of the shift supervisor:
- a. In conformance with the duties and limitations given to auxiliary officers as set forth by state law;
 - b. While following all policies of the Jacksonville Police Department Policy Manual; and
 - c. Limited by any other orders issued by the Chief of Police or his designee not found in this policy.


XI. SPECIAL EVENTS

From time to time, special events occur within the City of Jacksonville that may require the use of auxiliary officers to supplement the existing manpower of the Jacksonville Police Department. On these occasions, all reasonable efforts will be made to notify the auxiliary officer as far in advance as possible. Auxiliary officers may be used for crowd control or traffic control, and not be actually in the physical presence of a full time officer, provided they have received proper training for the special task or assignment.

XII. PERFORMANCE EVALUATIONS

The Auxiliary Coordinator will be responsible for completing an annual performance evaluation for each auxiliary officer. The completed evaluation form, designed and approved by the Department, shall be maintained in the auxiliary officer's training file.

ALEAP: 7.29



Kenny M. Boyd
Chief of Police

RECEIPT OF POLICY

I have received a copy of this policy on _____ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

Applicant's Signature

Applicant's Printed Name

Date