

PURPOSE: The purpose of the Auxiliary and Part-Time 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)

- III. **PART-TIME LAW ENFORCEMENT OFFICER:** defined by A.C.A §12-9-301(7) as applied to employment and training requirements, a law enforcement officer who works twenty-four (24) hours per week or less and receives a salary from the employing law enforcement agency.

PROCEDURES:

- I. **SELECTION CRITERIA**
The employees of the Jacksonville Police Department’s Auxiliary and Part-Time 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, 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 or Part Time 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 (AUXILIARY OFFICER)

- 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. STAFFING AND CHAIN OF COMMAND (PART-TIME OFFICER)

- A. The Jacksonville Police Department Part-time Police Force is primarily intended to function in a support capacity for the Patrol Division.
- B. The Patrol Captain, or his designee, will serve as the "coordinator" between the members of the Part-time and the Patrol Division. The function of the Part-time Coordinator shall be to facilitate the various activities and operations of the Part-time Police Force, maintain all related records, and coordinate required training as necessary.
- C. The authorized personnel strength of the Part-time Police Force shall be determined by the Chief of Police based on the needs of the Department and state law.
- D. Part-time officers will recognize the Part-time Coordinator as their immediate superior in all matters regarding their employment and service on the part-time police force.

IV. BENEFITS (AUXILIARY OFFICERS)

- 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.

V. BENEFITS (PART-TIME OFFICERS)

- A. Part-time officers shall be paid for service at a rate predetermined by the Chief of Police.
- B. Part-time 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 Part-time Police Officer.
- C. Part-time law enforcement officers are covered under Worker's Compensation through the City of Jacksonville.
- D. Part-time law enforcement officers shall accrue retirement benefits through LOPFI in accordance with established LOPFI rules for voluntary service.
Part-time officers serve at the will of the Chief of Police and are not covered by Civil Service statutes or benefits

VI. UNIFORMS AND EQUIPMENT

Each member of the Jacksonville Police Department Auxiliary and Part-Time Police Force will be issued uniforms and related equipment comparable to that issued to full time officers.

- A. Auxiliary and Part-Time 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 and Part-Time officers shall adhere to all regulations and policies governing the wearing of the Jacksonville Police Department uniform.
- D. Auxiliary and Part-Time officers will be issued a duty firearm. The Chief of Police, or his designee, must approve any personally owned handgun carried by an auxiliary or Part-Time officer and he must qualify with the handgun before carrying it on duty and then at designated times thereafter.

VII. TRAINING (AUXILIARY OFFICER)

All members of the Jacksonville Police Department's Auxiliary and Part-Time 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.

VIII. TRAINING (PART-TIME OFFICER)

- A. Part-time law enforcement officers, specialized, and auxiliary law enforcement officers will be required to satisfactorily complete not less than 110 hours of Commission approved law enforcement training, including firearms qualification course equivalent to the firearms qualification requirements for a full-time law enforcement officer. Separation from law enforcement for three (3) years will result in the auxiliary, specialized or the part-time law enforcement officer being required to attend a new 110 hour training course (CLEST Rule1005. Minimum Standards for Training. (1)(c)).
- B. Prior to being assigned to work on a Patrol shift, a Part-time Officer will complete familiarization training. This training will consist of the following: Knowledge of City streets, Patrol District boundaries and Call-Signs, Jailing and Bonding procedures, Transportation to Pulaski County, Specific Sherwood procedures, etc.
- C. Part-time Officers will follow the same standards of training as Full-time Officers and be expected to meet all necessary training requirements. Annual Computer Based Training (CBTs) may be accomplished as necessary. On occasion, specific classroom training may be necessary along with firing range qualifications. For these training events to be completed by a Part-time Officer the Professional Standards Office will work with the Part-time Officers to accommodate their schedules with their primary employer.

IX. AUXILIARY/PART-TIME OFFICER REGULATIONS

- A. Auxiliary and Part-Time officers shall not, while off-duty, identify themselves as regular police officers of the Department in any manner except when:
 - 1. The auxiliary Part-Time 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 and Part-Time officers are required to meet all court attendance requirements, which are required of regular officers.
- C. Auxiliary and Part-Time 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 and Part-Time 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 Exhibit the same high standards of professional and moral conduct as full time Jacksonville police officers;
 - 2. Attend all mandatory auxiliary officer's meetings and training classes as may be scheduled

by the Department;

3. 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.
4. Part-Time Officers shall monitor their gross monthly pay and not exceed LOPFI maximums for voluntary service, as defined by LOPFI. (For example, in a calendar year 2022, the maximum that one can earn per month and be defined as voluntary is \$1591.99 and is established with the LOPFI Member Handbook 2022, p.6). Earning more than this LOPFI defined amount would move one from voluntary LOPFI status to paid status, which would require an employee contribution to LOPFI. As new LOPFI Handbooks are published, this number will be adjusted each year.
5. In addition, part-time officers will attend one part-time 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.

X. FIREARMS PROFICIENCY TRAINING

At a time and date announced by the Jacksonville Police Department's Training Officer, auxiliary and Part-Time 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 and Part-Time officers who fail to demonstrate this level of proficiency will not be authorized to carry weapons.

XI. DISCIPLINARY PROCESS

Jacksonville Police Department Auxiliary and Part-Time 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 and Part-Time 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 and Part-Time officers, 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.

XII. 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.

XIII. DUTY AND ASSIGNMENTS (AUXILIARY)

- 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.
 - d.

XIV. DUTY AND ASSIGNMENTS (PART-TIME OFFICER)

- A. Part-time 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. The following guidelines shall be considered in the assignment of part-time officers:
 - 1. Part-time officers are to augment the Patrol Division.
 - 2. The Part-time Coordinator will routinely assign tasks to part-time officers, such as targeted patrols, directing traffic, crowd control, etc.
 - 3. Part-time officers can answer calls and make traffic stops; however, both they and their patrol supervisors must recognize that part-time officers have primary jobs outside law enforcement and should limit their exposure to court.
 - 4. Part-time officers may be utilized to fill staffing gaps, provided they are available to work and that supervisors recognize the necessity of limiting their court exposure. In instances, where part-time officers are used to fill staffing gaps, the supervisor will assign part-time officers to roving position so they can primarily back full-time officers.
 - 5. Arkansas law limits part-time officers to a maximum of 24 hours per week to work as a part-time officer. Additionally, LOPFI limits the amount of paid service a part-time officer may earn per month to \$1,591.99. Supervisors must ensure that these maximums are not exceeded.
- B. Part-time 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 part-time officers as deemed necessary.
- C. Part-time officers shall be subject to the direction and supervision of the supervisor assigned to any scene of police activity. The part-time officer shall perform any authorized duty the supervisor directs, and which is within the scope of activities authorized by this order.
- D. Part-time officers must report to the on-duty supervisor in the division of their assignment prior to beginning their tour of duty. No part-time 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 part-time officer will document the number of hours of service upon completion of their tour on the appropriate timesheet and submit the timesheet to the Part-time Coordinator at the end of the pay period.

XV. SPECIAL EVENTS

From time to time, special events occur within the City of Jacksonville that may require the use of auxiliary and Part-Time 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.

XVI. 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.

Brett Hibbs

Brett C. Hibbs
Chief of Police