

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>	Number: P3116
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		Distribution: All
Title: POLICE AUXILIARY PROGRAM	Section: Programs	
Issued: 08/09/2023	Effective: 08/16/2023	Revised: 10/17/2024
Rescinds: All Previous	Amends:	
CALEA References: LE 45.3.1 – 45.3.3		
KLEAP References:		
Review: Annual	Authority: Chief Buck Buchanan	

## I. Purpose

The purpose of this General Order is to establish guidelines for the Andover Police Department's Police Auxiliary Program. This is a volunteer organization consisting of members of the community who have completed the Citizen Police Academy and have been appointed by the Chief of Police.

## II. Policy

The Andover Police Department Auxiliary Program is a volunteer unit of the Andover Police Department made available to increase productivity, service delivery, and administrative support. It is the policy of the Andover Police Department to use Auxiliary Program Volunteers for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, department personnel.

## III. Definitions

**A. Police Auxiliary Volunteer:** A member of the community who performs service for the department without promise, expectation, or receipt of compensation for services provided.

## IV. Regulations

- A. Police Auxiliary Volunteers shall report to the Auxiliary Coordinator in writing any changes in address or telephone numbers [A].
- B. Following best practices guidelines, Police Auxiliary Volunteers shall not gossip about any other department member to his/her detriment or discredit, whether the subject is true or false. Instead, any Police Auxiliary Volunteers having a grievance against any department personnel shall take up the matter through official channels [C].
- C. When on duty, Police Auxiliary Volunteers shall be clean and properly dressed in appropriate business casual attire. An exception to the dress code shall be allowed depending on the duties assigned to the Police Auxiliary Volunteer and with the approval of the Auxiliary Coordinator or the Chief of Police. Police Auxiliary Volunteers shall be properly identified by a department identification badge, be courteous, and conduct themselves in a professional manner (LE 45.3.3)[B].

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D. Police Auxiliary Volunteers shall not release any information on cases they have knowledge of to anyone outside the Andover Police Department. Police Auxiliary Volunteers are not to discuss any information received from the department, whether it is through official or unofficial channels, or with anyone outside the Andover Police Department [D].

## **V. Procedures**

### **A. Qualifications**

1. Persons wishing to become Police Auxiliary Volunteers for the Andover Police Department must do the following:
  - a. Complete the Andover Police Department Citizen Police Academy training;
  - b. Provide a resume of personal history and qualifications, along with completing an Andover Police Department application;
  - c. Be twenty-one (21) years of age with no felony or serious misdemeanor convictions, no convictions of moral charges, or a history of mental/emotional impairment;
  - d. Successfully pass a background investigation;
  - e. Possess a valid Kansas driver's license;
  - f. Maintain high moral standards;
  - g. Be tactful and considerate in their approach to all people;
  - h. Be a citizen of the United States;
  - i. Maintain an operational telephone;
  - j. Complete an interview with the Auxiliary Coordinator and the Chief of Police or designee, and;
  - k. Live, work, or own a business within the City of Andover.

### **B. Appointment/Identification/Termination**

1. The Chief of Police, or designee, shall appoint Police Auxiliary Volunteers to serve the department.
2. The number of Police Auxiliary Volunteers utilized by the department will be at the discretion of the Chief of Police.
3. The Chain of Command for the Police Auxiliary Volunteers is as follows:
  - a. The Police Auxiliary Program is under the direct supervision of the Chief of Police.
  - b. The Auxiliary Coordinator is responsible to the Chief of Police or designee.
  - c. The Police Auxiliary Volunteers are responsible to the Auxiliary Coordinator.
  - d. The Auxiliary Coordinator is responsible for keeping department staff informed as to the availability of the Police Auxiliary Volunteers.
4. Every Police Auxiliary Volunteer shall be issued an identification card. The identification card will be in the form approved by the Chief of Police.



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5. The identification card will be the Police Auxiliary Volunteer's means of identification. Police Auxiliary Volunteers will keep the identification card displayed whenever they are functioning as a Police Auxiliary Volunteer.
6. The Police Auxiliary Volunteer's identification card is for identification purposes only and is not a law enforcement officer's commission. The holder is not granted police powers or authorized to carry a weapon.
7. A Police Auxiliary Volunteer's appointment may be terminated at any time by the Chief of Police, with or without the recommendation of the Auxiliary Coordinator.
8. A Police Auxiliary Volunteer may terminate their appointment at any time by submitting a written resignation letter to the Chief of Police through the Auxiliary Coordinator.
9. The following general categories will be of consideration to the Chief of Police as cause for termination of a Police Auxiliary Volunteer's appointment:
  - a. Improper personal conduct.
  - b. Inadequate and/or incompetent handling of assignments.
  - c. Repeated failure to attend Police Auxiliary Volunteer activities.
  - d. Failure to comply with Police Auxiliary Volunteer service regulations and/or other applicable Andover Police Department guidelines.
10. Immediately upon termination of appointment, the Police Auxiliary Volunteer will surrender their Identification card along with any other City-owned equipment issued to them, or in their possession, to the Chief of Police or designee.

**C. Duties (LE 45.3.1b)**

1. All Police Auxiliary Volunteers will operate under the following guidelines and will be responsible for the listed duties:
  - a. A Police Auxiliary Volunteer is not a sworn law enforcement officer and is not authorized to carry a weapon and shall at no time assume such a role. A Police Auxiliary Volunteer's responsibility is to assist department personnel when instructed to do so. Volunteers shall not, in any way, interfere with department personnel in the performance of their duties and at all times comply with lawful orders from officers (LE 45.3.1a).
  - b. While acting as a Police Auxiliary Volunteer, the volunteer will follow current Andover Police Department policies, procedures, and regulations. Volunteers will work within the established guidelines and protocol of the department.
  - c. Police Auxiliary Volunteers will work directly with a full-time department member who will be responsible for the task(s) being completed.
  - d. Police Auxiliary Volunteers will only complete tasks they have been trained to complete when not working under the direct supervision of a department

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member. They will only complete tasks normally assigned to the Community Service Officer when such person is not on duty.

- e. Police Auxiliary Volunteers are required to attend quarterly Auxiliary meetings.
- f. Police Auxiliary Volunteers shall dress in appropriate business casual attire. An exception to the dress code shall be allowed depending on the duties assigned to the Police Auxiliary Volunteer and with the approval of the Auxiliary Coordinator or the Chief of Police (LE 45.3.3).

2. The Auxiliary Coordinator will have the following responsibilities:

- a. The Auxiliary Coordinator, as appointed by the Chief of Police, will be a full-time member of the Andover Police Department.
- b. The Auxiliary Coordinator coordinates volunteers, in-service training/recruit training, and ensures that all appropriate volunteer activity reports are completed and turned in on a timely basis. The Auxiliary Coordinator also assists in the continued development of the Police Auxiliary Program.
- c. The Auxiliary Coordinator is responsible for being aware of tasks assigned to each volunteer and shall maintain a line of communication with the Chief of Police.
- d. The Auxiliary Coordinator shall supervise the Police Auxiliary Program and the Police Auxiliary Volunteers.

#### **D. Confidentiality**

- 1. The confidentiality of the Police Auxiliary Program is of utmost importance.
- 2. Case information will only be discussed on a need-to-know basis.
- 3. Police Auxiliary Volunteers are bound by the same rules and laws of confidentiality and case dissemination as that of law enforcement officers.

#### **E. Training**

- 1. Police Auxiliary Volunteers will receive orientation training prior to being appointed by the Chief of Police as well as reoccurring training during quarterly meetings (LE 45.3.2).
- 2. Training prior to the first duty assignment will consist of Security Awareness Training, Accreditation Process and Overview Training, Sexual Harassment Training, Bias Based Policing Training, and a Department Overview (LE 45.3.2).
- 3. As time permits, Police Auxiliary Volunteers are encouraged to attend departmental training classes to gain a better understanding of an officer's duties.