



Policy 502

Subject	
AUXILIARY POLICE UNIT	
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By Order of the Police Commissioner

POLICY

1. **Civilian Participation.** It is the policy of the Baltimore Police Department (BPD) to provide law abiding civilians an opportunity to serve in supporting roles that assist law enforcement.
2. **Well Disciplined Unit.** While civilians' involvement in law enforcement is a long recognized valuable asset to the BPD, a well-disciplined, uniformed Auxiliary Police Unit offers highly motivated men and women the opportunity to serve the citizens and communities of Baltimore City. Auxiliary members are supplemental to, not substitutes for, sworn law enforcement personnel.
3. **Limited Authority.** Auxiliary members are not sworn police officers, are not vested with arrest powers, and are not authorized to carry firearms.
4. **Governing Authority.** The Code of Public Local Laws 16-7(15) authorizes the Police Commissioner to establish an Auxiliary Police Unit staffed by civilian volunteers. The law states, "The Auxiliary Police (Unit) so created shall be used only to render assistance to the (Baltimore) Police Department in service functions including, but not limited to, traffic, communications and clerical duties. The purpose of the Auxiliary Police (Unit) is to relieve the regular police personnel for law enforcement duties."

GENERAL

1. Auxiliary members serve as non-compensated volunteers in non-enforcement capacities, supportive of the BPD and consistent with their demonstrated level of expertise and the needs of the BPD as determined by the Police Commissioner.
2. The City of Baltimore has obtained appropriate insurance to cover Auxiliary members in the event of injury in the performance of their duties.
3. The Auxiliary Police Unit is under the command of the Auxiliary Police Unit Administrator, designated by the Commander, Community Collaboration Division.
4. All Auxiliary members, regardless of rank, are subordinate to sworn members of the BPD.
5. To be certified as an Auxiliary member, citizens must meet minimum requirements and pass the Auxiliary Training Program. Auxiliary members may be dismissed at any time for any reason.

REQUIRED ACTION**Member**

1. To request the assistance of the Auxiliary Police Unit for an event, complete and submit a Request for Auxiliary Police Service, Form 471, to the Auxiliary Police Unit Administrator, via official channels, with a copy forwarded to the Commander, Community Collaboration Division. For optimal preparation, the request shall be made at least two weeks before the date(s) of the event.
2. When patrol functions require the immediate assistance of the Auxiliary Police Unit, request the Auxiliary Police Unit via the Communications Section.

Member, Auxiliary Police Unit

1. Perform as directed by the Auxiliary Police Unit Administrator, in keeping with operational and organizational parameters set in this Policy and the Auxiliary Police Unit's Standard Operating Procedure.
2. Acknowledge with signature the Auxiliary Police Agreement, Form 472.
3. Maintain proper performance standards, both on-duty and off-duty, consistent with the rules and regulations of the BPD.
4. Do not attempt to enforce the law or take any actions regarding operational matters.
5. When on-duty, if you believe that a crime has been, is being, or is about to be committed, immediately notify the Communications Section and/or a sworn member via police radio.
6. When off-duty, if you believe that a crime has been, is being, or is about to be committed, immediately call 911.
7. Only use force when it would be lawful for a normal citizen to do so (i.e., do not attempt to use any level of force, unless exigent circumstances exist). Exigent circumstance is defined as an imminent threat of death or serious physical injury to the member or others, and insufficient time exists to resort to other alternatives.
8. **DO NOT** carry any firearms or ammunition while on-duty or otherwise acting as an Auxiliary member of the BPD.
9. When on-duty, only wear the prescribed uniform, which is clearly distinguished from other BPD uniforms, and issued equipment. Be responsible for all uniforms and equipment issued to you. Upon leaving the Auxiliary Police Unit, all issued uniforms and equipment must be returned to the BPD.
10. Adhere to the direct orders of an on-duty Command Staff member, as appropriate.

Commanding Officer, Auxiliary Police Unit

1. Ensure the efficient and effective function of the Auxiliary Police Unit.

2. Assist in the supervision of all Auxiliary personnel, uniforms, equipment, and detail/event issues.
3. Track all "Request for Auxiliary Police Service" forms from submitting entities, and forward all requests to the Auxiliary Police Unit Administrator.

Auxiliary Police Unit Administrator

1. Coordinate all facets of the Auxiliary Police Unit.
2. Supervise and manage the overall operations of the Auxiliary Police Unit.
3. Review all "Request for Auxiliary Police Service" forms and evaluate the parameters of each request. Should the request meet the performance criteria as set in the law and this Policy, approve the request. For denied requests, provide an explanation and return a copy of the request to the requesting entity.
4. Ensure "Auxiliary Police Agreement" forms are completed by Auxiliary Police Officers.
5. Monitor all functions, details, and events of the Auxiliary Police Unit for compliance, efficiency, and professionalism. Effect promotions, appointments, and demotions based on merits and cause.
6. Approve all entry-level applications, the Auxiliary Training Program and certifications with the advice and consultation of the Commander, Community Collaboration Division and the Director, Education & Training Section (E&T).
7. Document and investigate all complaints, and implement the appropriate discipline inclusive of dismissal, as needed.

Director, Police Training Academy

Assist with any Auxiliary Police Unit related inquiries.

Commander, Community Collaboration Division

Ensure all functions, details, and events of the Auxiliary Police Unit comply with established procedures, current law, and training so as to remain effective and professional.

APPENDICES

- A. Auxiliary Agreement, Form 472
- B. Request for Auxiliary Police Service, Form 471

RESCISSION

Remove and destroy/recycle General Order E-2, *Auxiliary Police Unit*, dated 12 April 2008.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Auxiliary Agreement, Form 472



**BALTIMORE POLICE DEPARTMENT
AUXILIARY POLICE AGREEMENT**

DATE

FORM 472/16

I _____ hereby acknowledge that as a member of the Baltimore Auxiliary Police Unit, I serve as an unpaid volunteer in various non-enforcement capacities as assigned and that I may be removed from the Auxiliary Police Unit for any reason.


I further acknowledge that I may only use force when it would be lawful for a normal citizen to do so (i.e., do not attempt to use any level of force, unless exigent circumstances exist). Exigent circumstance is defined as an imminent threat of death or serious physical injury to the member or others, and insufficient time exists to resort to other alternatives.

Auxiliary Member (Print) Signature Date

Witness (Print) Signature Date

APPENDIX B

Request for Auxiliary Police Service, Form 471

	<h2 style="margin: 0;">BALTIMORE POLICE DEPARTMENT</h2> <h3 style="margin: 0;">REQUEST FOR AUXILIARY POLICE SERVICE</h3>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0056b3; color: white; padding: 2px;">DATE</td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	DATE	
DATE				
FORM 471/16				
Event Information				
Address / Location:	Date(s):	Time Frame From: To:		
Total Hours				
Type of Service(s) <input type="checkbox"/> Traffic <input type="checkbox"/> Communications <input type="checkbox"/> Clerical/Administrative <input type="checkbox"/> Other _____				
Number of Auxiliary Police Requested _____				
Requesting Member				
Contact Name (Print)	Rank	Seq.#		
	Unit	Phone#		
	Date of Request			
Submitted by (if same, write same)	Rank	Seq.#		
	Unit	Phone#		
	Date Submitted			
Event Description				
DO NOT WRITE BELOW THIS SECTION				
<input type="checkbox"/> Approved <input type="checkbox"/> Denied – Explain: _____				
Auxiliary Police Unit(s) Assigned				
1.	2.	3.		
4.	5.	6.		
7.	8.	9.		
10.	11.	12.		
Auxiliary Unit Administrator: Print		Signature		
Commander, Special Operations: Print		Signature		
		Seq.#		
		Date		