



Newport News Police Department - Operational Manual

OPS-240 - AUXILIARY POLICE OFFICERS

Amends/Supersedes: OPS-240 (02/27/2017)

Date of Issue: 06/18/2021

I. GENERAL

- A. The Newport News Police Department maintains an Auxiliary Police Officer program according to the provisions of City Code, Chapter 32, Article I, [Section 32-1](#), concurrent with [§15.2-1731](#) of the Code of Virginia. [1.2.1]
- B. Powers, Authority and Duty Requirements
 1. Auxiliary police officers serving the City of Newport News will generally perform the same duties as full-time, paid police officers and possess equivalent authority when on-duty under the conditions set forth in [§15.2-1731](#) of the Code of Virginia.
 2. In order to acquire the legal authority to carry and use weapons in the performance of their duties, every auxiliary police officer is required to achieve state qualification status and have successfully completed a Virginia DCJS certified police training academy. Complete and appropriate instruction on applicable policies on firearms and use of force must occur prior to carrying a firearm during the course of their duties. [1.2.2; 4.3.1; 4.3.2; 33.4.1; 33.4.4]
 3. Auxiliary police officers may be called into service according to [§15.2-1734](#) of the Code of Virginia for the following reasons:
 - a. In times of public emergency;
 - b. When there is an insufficient number of regular police officers to preserve the peace, safety, and good order of the community;
 - c. At any time for the purpose of training;
 - d. To aid and assist regular officers in the performance of their duties.
 4. Auxiliary police officers are expected to serve a minimum number of 24 hours per fiscal quarter and are allowed the flexibility to work partial shifts.
 5. Auxiliary police officers are granted their arrest powers and authority as outlined in Section I.B.1., above. Accordingly, auxiliary police officers shall **not**:
 - a. Exercise their powers and authority as a Newport News auxiliary police officer when off-duty.
 - b. Engage in secondary employment that involves the use of their sworn police powers. [22.2.5]
 - c. Carry a concealed weapon (unless the auxiliary police officer possesses a valid Virginia concealed weapons permit issued by the appropriate Circuit Court).
 - 1) This does not apply to those auxiliary officers who qualify for concealed weapon status as retired sworn law enforcement officers as set out in Virginia Code [§18.2-308.016](#) and United States Code, Chapter 44, Title [18 §926C](#).
 - 2) The auxiliary police officer **shall not** carry their Department issued firearm when off-duty.

II. PROCEDURES

A. Application for Membership

1. Auxiliary police officers must be former Newport News police officers who completed their probationary period. They must have a current Virginia certification as a sworn police officer at the time of application. [33.4.4]
2. To apply, the prospective auxiliary officer must submit a written request to join the program to the Chief of Police, through the Support Services Division commander. If the program participation is intended to focus on a specialized function, the request should include both the specific assignment being request and a description of qualifications. For example, if the auxiliary officer intends to serve as a firearms instructor, they should request that specific assignment and attach the certification that qualifies them as a firearms instructor.
3. Prospective auxiliary officers are encouraged to submit their request during their retirement/resignation process, to prevent gaps in required in-service training. If the in-service training necessary to renew their sworn certification has not been maintained, the request may be denied.

B. Training

Auxiliary police officers must meet the annual in-service and firearms/weapons training and physical examination requirements, equivalent to those of full-time, paid police officers. [4.3.3; 22.2.2, 33.5.1]

C. Assignment and Supervision

1. The Auxiliary Police Officer program administration falls under the supervision of the Training Section.
2. Auxiliary police officers will be assigned at the discretion of the Chief of Police. Supervisors are responsible for enforcing all policies and procedures relevant to the auxiliary officer's assignment. Concerns or compliance issues will be forwarded to the Training Section lieutenant.
3. Auxiliary police officers must have a documented annual performance evaluation. [35.1.2]
 - a. The evaluation will be completed by the supervisor under whom the officer spent the majority of their duty time, and may include the input of other supervisors who also provided oversight of the officer.
 - b. Auxiliary police officers are to be evaluated in areas where they have had sufficient opportunity to demonstrate performance, as they fall within the parameters of the City's evaluation instrument.
 - c. Supervisors will review the results of the evaluation with the auxiliary officer, discuss their performance expectations for the next rating period, and ensure that all required in-service training requirements have been completed. [35.1.7]

D. Suspension or Termination from the Program

[52.2.7]

1. Auxiliary police officers must conform to the policies and procedures of the Department, and the City. They may be suspended or terminated from the program for any of the following reasons:
 - a. Violations of policy and procedure within the three groups of misconduct as outlined in [Section 1000](#) of the City Personnel Administrative Manual, to include willful or intentional acts, acts that are the result of negligence or carelessness, and/or show a deliberate disregard of any City or Police Department policy;
 - b. Failure to meet the service requirement without first obtaining a waiver from the Chief of Police or, designee; or


- c. Failure to maintain standards required of full-time, paid police officers (e.g. in-service training, firearm qualifications, etc.).
2. Recommendations for disciplinary action against auxiliary police officers will be reviewed by the commander under whose command the auxiliary officer was working at the time of the incident, and will be handled in accordance with [ADM-210 Standards of Conduct/Disciplinary Action](#). [26.1.5]
3. Auxiliary police officers are not eligible for participation in the grievance procedure but may request a hearing before the Chief of Police for disciplinary action resulting in suspension or termination. [26.1.6]
4. Auxiliary police officers may serve in the program until reaching their 63rd birthday.

E. Uniforms and Equipment

1. Auxiliary police officers wear the same uniform and equipment issued to full-time, paid police officers performing the same job function except for the badge that will display the word “Auxiliary” rather than “Officer.”
2. Auxiliary police officers will retain (or be issued) clothing and equipment as outlined in [ADM-520 Issuance and Wearing of Uniforms and Equipment](#) except that; [22.1.6]
 - a. Two long sleeve shirts are issued instead of four
 - b. Two short sleeve shirts are issued instead of four
 - c. Two pairs of pants are issued instead of four
3. Based on the specific assignment of the individual auxiliary officer, a training uniform, or other uniform specific to a unit or division, may be issued in lieu of the regular police uniform.
4. Uniforms will only be worn by auxiliary police officers during the following circumstances:
 - a. When on active duty as an auxiliary police officer;
 - b. While attending Department approved training, when required;
 - c. While attending Department approved activities (such as court);
 - d. While representing the Department at meetings/events approved by the Police Department; and
 - e. When traveling to or from the aforementioned activities or duties.

F. Bonding and Liability Protection Coverage

Auxiliary police officers are bonded and provided with public liability protection equal to that provided to full-time, paid police officers.


Steven R. Drew
Chief of Police