

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Auxiliary Deputy Program	NUMBER: RR 1-24
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14 **POLICY**

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16 It shall be the policy of the York-Poquoson Sheriff's Office to utilize auxiliary deputy sheriffs to

17 supplement regular deputies in meeting staffing and workload needs. Auxiliary deputies may be

18 used to assist the Sheriff during times of emergency or when manpower shortages exist within

19 the Sheriff's Office. Auxiliary deputies may be assigned to court, patrol, or administrative

20 functions. It shall not be the normal policy of the Sheriff to assign auxiliary deputies to the

21 investigation division or specialized teams. Further, it shall also not be normal policy to utilize

22 auxiliary deputies as trained uniformed ride-a-long participants.

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24 **PURPOSE**

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26 The purpose of this directive is to define the qualifications, functions, and responsibilities of

27 deputies participating in the York-Poquoson Sheriff's Office Auxiliary Program.

28

29 **PROCEDURES**

- 30
- 31 • Appointment
 - 32 ○ The Sheriff appoints auxiliary deputies as authorized by Section [15.2-1603](#), Code of
 - 33 Virginia.
 - 34 ○ Auxiliary deputies are appointed by the Sheriff as sworn deputies without receiving
 - 35 full-time employee benefits or regular salary.
 - 36 ▪ Auxiliary deputies may, on a case by case basis, receive pay from extra duty
 - 37 assignments under the following conditions:

- 38 ❖ The extra duty assignment is not sponsored and paid by York County, or
39 ❖ The extra duty assignment is not paid through York County payroll,
40 ❖ Insufficient full time deputies are available to work the extra duty assignment,
41 and
42 ❖ Working the assignment is approved by the Sheriff.
43 ➤ Nothing in this policy shall preclude an Auxiliary Deputy from working an
44 extra duty assignment sponsored and paid by York County, if worked
45 without pay in their capacity as an Auxiliary Deputy.
46
47 ○ Auxiliary deputies serve at the pleasure of the Sheriff and are subject to having their
48 appointment revoked at any time at the discretion of the Sheriff.
49 ▪ Auxiliary deputies have no right of appeal from termination.
50
51 ● Authority
52 ○ The powers and authority of members of the York-Poquoson Sheriff's Office
53 Auxiliary Force are the same as regular deputies; however, when working with
54 regular deputies, auxiliary deputies shall obey all proper and lawful commands from
55 them as well as appointed supervisors.
56 ○ When not in an on-duty capacity, auxiliary deputies shall not exercise their authority
57 unless the situation is an extreme emergency, such as:
58 ▪ A life threatening situation.
59 ❖ In these situations, auxiliary deputies should contact 911 and report the
60 incident.
61 ❖ If possible, auxiliary deputies should remain on-scene until the arrival of
62 responding units.
63
64 ● Vehicle Use
65 ○ Sheriff's Office vehicles shall be made available and shall be used by auxiliary
66 deputies for official purposes only.
67 ○ Auxiliary deputies shall maintain a current Virginia Vehicle Operator's License and
68 maintain a suitable driving record as determined by the York County risk
69 management committee.
70 ▪ Auxiliary deputies are prohibited from effecting traffic stops unless they maintain
71 current Virginia law enforcement certification.
72
73 ● Rules of Conduct
74 ○ Auxiliary deputies shall follow the same rules of conduct as their career
75 contemporaries in accordance with [RR 1-2, Rules of Conduct](#).
76 ○ All auxiliary deputies shall be issued a copy of the York-Poquoson Sheriff's Office
77 Policy Manual or given access to the Policy Manual through Power DMS.
78 ○ Auxiliary deputies shall obey all office policies and procedures and all laws, rules,
79 and regulations.
80 ○ Auxiliary deputies shall not wear their uniform or ride with deputies unless authorized
81 by the Sheriff, and only then after having completed law enforcement certification.

- Auxiliary deputies shall not engage in or contract any law enforcement related part-time employment, such as special events, dances, security, etc.
- Each auxiliary deputy's duty assignments shall be coordinated and scheduled according to his or her specific level of training.
- Discipline
 - All complaints concerning auxiliary deputies shall be referred to the Sheriff through the Chief Deputy for appropriate investigation and action.
 - Auxiliary deputies are subject to the same disciplinary procedures as regular deputies, with the exception of time off without pay.
 - Discipline may include, but not limited to:
 - ❖ Removal from the Auxiliary program,
 - ❖ Suspension from the Auxiliary program,
 - ❖ Written reprimand, or
 - ❖ Counseling in accordance with [RR 1-7, Employee/Appointee Discipline](#).
- Auxiliary Coordinator
 - A coordinator shall be appointed by the Sheriff to supervise all auxiliary members.
 - The auxiliary coordinator shall be the administrative first-line supervisor of all auxiliary deputies.
 - Auxiliary deputies shall report to the on-duty shift supervisor, while engaged in any Sheriff's Office duty function.
 - The auxiliary coordinator shall hold meetings on a quarterly basis to keep lines of communication open between the Sheriff and auxiliary deputies.

QUALIFICATIONS FOR APPOINTMENT

- The minimum qualifications for appointment to the position of auxiliary deputy shall be equivalent to those of career deputy sheriffs in accordance with [RR 1-5, Hiring Sworn Personnel](#).

AUXILIARY DEPUTY IDENTIFICATION

- Credentials and Badges
 - Auxiliary deputies will be issued identification credentials and a deputy sheriff badge identical to career salaried deputy sheriffs.
 - Auxiliary deputies shall not be issued badges or identification credentials until completion of all training prerequisites.
 - Auxiliary deputies must be in uniform and/or display their identification/ badge of authority when exercising any law enforcement duties.

TRAINING REQUIREMENTS

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- DCJS Certification
 - Members of the auxiliary are trained to the same standards of full-time law enforcement officers in accordance with [9.1-114](#), Code of Virginia.
 - Auxiliary deputies are required to complete the following minimum training and participation requirements:
 - New auxiliary deputies shall be required to attend initial Sheriff’s Office orientation training.
 - Auxiliary deputies must complete the law enforcement or combined-corrections basic academy, or DCJS approved academy for auxiliary deputies.
 - ❖ Auxiliary deputies choosing to complete only the combine-corrections academy will only be authorized to participate in court related operations.
 - Auxiliary deputies must complete a minimum of 160 hours of FTO training prior to assuming independent duties in any of the operational areas.
 - ❖ See [RR 1-12B, Training](#).
 - Auxiliary deputies shall complete classroom training on firearms safety and the use of deadly force taught by the Sheriff’s Office firearms training staff prior to being authorized to carry a firearm.
 - ❖ Use of force training shall consist of specific instruction on [GO 2-6, Use of Force](#).
 - All auxiliary deputies shall review this policy and sign a written receipt of acknowledgement prior to carrying a firearm.
 - All Auxiliary deputies must qualify annually under the York-Poquoson Sheriff’s Office Firearms Qualification Program.
 - To maintain their status, auxiliary deputies shall:
 - ❖ Attend forty (40) hours of DCJS approved in-service training every two years, or
 - ❖ At the discretion of the Sheriff successfully qualify on an annual basis with their Sheriff’s Office issued weapon.
 - Auxiliary deputies who fail to complete, at a minimum, annual firearms qualifications may, at the discretion of the Sheriff, maintain their Auxiliary deputy status but shall not:
 - ✓ Carry a Sheriff’s Office issued weapon.
 - ✓ Perform law enforcement functions such as:
 - * Traffic stops,
 - * Run or request NCIC/VCIN inquiries,
 - * Make arrests,
 - * Issue summonses.
 - Auxiliary Deputy Sheriffs who fail to qualify, annually, with a Sheriff’s Office issued weapon may:
 - ✓ Perform administrative duties,
 - ✓ Perform traffic control duties,

- 172 ✓ Perform other assigned duties not requiring law enforcement
173 certification.
174
175 ▪ Additional specialized training is required prior to working independently in some
176 areas, such as:
177 ❖ DARE,
178 ❖ Crime prevention,
179 ❖ Radar enforcement,
180 ❖ Instructing DCJS classes, ect.
181

182 **PARTICIPATION REQUIREMENTS**
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- 184 • Volunteer Hours
185 ○ Auxiliary deputies shall complete 16 documented volunteer hours monthly, of either:
186 ▪ Operational duty,
187 ▪ Community service,
188 ▪ Administrative assignment, or
189 ▪ Training.
190 ❖ Auxiliary deputies wishing to participate in any of the above areas other than
191 normal operational duty shall seek approved from the Auxiliary Coordinator.
192 ❖ Auxiliary deputies needing to be excused from any of these requirements must
193 request a waiver in advance from the Sheriff through the Auxiliary
194 Coordinator.
195
196 ○ Auxiliary deputies must attend a minimum of three of four quarterly meetings
197 scheduled throughout the year or produce an approved valid excuse to the Auxiliary
198 Coordinator.
199
200 • Uniforms and Equipment
201 ○ Uniforms and equipment shall be issued to auxiliary deputies by the Administrative
202 Services Division designated property custodian.
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204 **LIABILITY**
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- 206 • Liability Coverage
207 ○ Auxiliary deputies are provided general liability coverage under the provisions of a
208 risk management plan established by the Commonwealth of Virginia, Department of
209 the Treasury, Division of Risk Management.
210 ▪ See [RR 1-15, Liability Protection](#).
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212 ○ Workers compensation protection is provided to auxiliary deputies by York County
213 through a private insurance carrier.

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DUTIES AND RESPONSIBILITIES

- Duties
 - Auxiliary deputies perform the same duties as their regular full-time uniform counterparts.
 - Auxiliary deputies may be assigned, based on certification level, to any of the following duty assignments:
 - Patrol
 - Court security
 - Traffic
 - Civil process
 - Transportation
 - Accreditation
 - Training
 - DARE
 - Crime prevention
 - Investigations, with special approval from Investigations division Commander and the Sheriff.
- Responsibilities
 - Auxiliary deputies shall carry out all of the responsibilities as set forth in the Sheriff’s Office Policy Manual and comply with all Sheriff’s Office auxiliary training and participation requirements.