
	GAITHERSBURG POLICE DEPARTMENT			
	Auxiliaries and Interns			
	GENERAL ORDER	211.1		Related CALEA Standards: 12.1.4, 16.4.1, 16.4.2, 16.4.3, 31.1.1
	Effective Date	04/15/2015		
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE	

I. PURPOSE

The purpose of this directive is to establish and describe the Department's program for interns and auxiliaries. Intern and auxiliary personnel play a valuable role in the furtherance of the Department's mission.

II. POLICY

It is the policy of the Department to utilize qualified individuals, in support of the Department's mission, to augment Department activities by assisting members with daily administrative duties or special projects. Known as auxiliaries, these persons may be called upon to work independently or assist other personnel at special events.

III. DEFINITIONS

A. Auxiliary

Within the context of this directive, the term "auxiliary" or "auxiliaries" refers to personnel who serve the Department largely in a volunteer capacity. Auxiliary personnel are not sworn officers. Generally, they are not paid employees, unless approved by the City Manager. Auxiliaries may include senior citizens, persons recruited to play the role of McGruff the Crime Dog, student interns and other volunteers.

B. Intern

Within the context of this directive, the term "intern" also refers to personnel who serve the Department largely in a volunteer capacity. Intern personnel are not sworn officers. Often, because of a candidate's experience or abilities, the City Manager may authorize this to be a paid, temporary position. Interns still fall within the auxiliary category, but not all auxiliaries are interns.

IV. PROCEDURE

A. Recruitment and Selection

1. The Department requires a completed volunteer packet provided by Human Resources from each person interested in an auxiliary position that is of a long term nature.
 - a) The candidate must be at least 18 years of age.
 - b) One time or short term auxiliary opportunities do not require the submission of an employment application but the candidate may be subject to a background check.
2. Candidates are selected on the basis of their qualifications and the Department's needs at the time.
3. Prior to selection, candidates undergo a background investigation which includes:
 - a) A check for "wanted" status in WARRS, MILES, and NCIC;
 - b) A criminal history record (CHRI) check in MILES and NCIC;
 - c) Fingerprint checks at the local, state and federal levels; and
 - d) Reference checks.
4. The Department may terminate an auxiliary assignment, or choose not use a particular auxiliary for future events or assignments, at any time and without cause.

B. Supervision of Auxiliaries

1. Persons recruited or utilized as auxiliaries are assigned to the bureau having need for such support.
2. Because interns and auxiliaries are not sworn law enforcement officers, Department members will make every reasonable effort to ensure they are not exposed to unduly hazardous conditions or situations.
3. An auxiliary's duties may involve administrative or clerical work, data entry and general work in the police facility that does not expose them to unduly hazardous conditions or situations.
4. Auxiliaries will be under the immediate supervision of the Department member to whom they are assigned while working in a supporting role. The member supervising an auxiliary will:
 - a) Ensure that the background check is completed prior to the

auxiliary's starting date;

- b) Ensure an appropriate work schedule for student interns, so as not to interfere with his or her academic schedule;
 - c) Familiarize him or her with the goal of assigned tasks, policies and procedures as they relate to assigned tasks and, if necessary, demonstrate what is expected in the assignment;
 - d) Ensure appropriate supervision of the auxiliary's activities;
 - e) Coordinate with other functions, so that an intern's experience in the various activities of Department is maximized;
 - f) Maintain liaison with the school where an intern is a student (if applicable); and
 - g) Monitor performance to ensure that quality service is provided and assigned tasks are accomplished.
5. Auxiliaries are expected to adhere to, conform with and obey all applicable rules and regulations of the Department and the City.
6. In the event that an auxiliary accompanies an officer on patrol, all aspects of the Department's ride along program apply as follows:
- a) A ride along application must be completed, and waiver signed, before the auxiliary rides in a police vehicle;
 - b) The auxiliary will not ride in a police vehicle during a vehicular pursuit;
 - c) At the officer's discretion, an auxiliary may respond with the officer to priority calls. The officer will take into consideration the nature of the call and potential for danger upon arrival (large fight, shots fired, officer in trouble, etc.); and
 - d) If the officer deems the potential of danger to be too great, the auxiliary will be dropped off in a safe area and arrangements will be made for retrieval.

C. Compensation, Training, and Benefits

1. At the discretion of the Chief of Police, auxiliaries may be paid at a rate consistent with their responsibilities, if approved by the City Manager.
2. A Department member designated by the appropriate bureau commander shall ensure that assigned auxiliaries receive an appropriate orientation and training.
 - a) Auxiliaries are provided with training before being assigned to tasks that require it (data entry, record filing methods, etc.);
 - b) Due to the cumbersome nature of the McGruff the Crime Dog costume, persons who wear the costume will receive training in its use and the nature of the event being attended. A Department member is also assigned to assist during appearances; and
 - c) Auxiliaries may be permitted to attend roll calls, roll call training, Department sponsored training and other training opportunities at the discretion of the Chief of Police.

D. Responsibilities of Interns and Auxiliaries

1. While working for the Department, auxiliaries shall be appropriately attired and are not permitted to wear anything that would identify them as a police officer.
2. During a person's internship or auxiliary service with the Department, he or she will:
 - a) Be subject to proper conduct;
 - b) Obey the lawful direction of Department members;
 - c) Not be permitted to operate any City Police emergency vehicle under any conditions; and
 - d) Refer all questions asked by witnesses, suspects, collision participants, members of the media, or anyone else, to appropriate Department personnel.
3. All tasks assigned to interns and auxiliaries will be completed within reasonably established time frames or deadlines.