

Metropolitan Police Department □ Washington, D.C.



GENERAL ORDER



Subject: Establishment of the Police Auxiliary Service	Series	Number	Distribution	Change Number
	101	2	B	
	Effective Date December 21, 1995			
Revision Date				*

The purpose of this General Order is to establish the policy and procedures for implementation of the Police Auxiliary Service Program within the Metropolitan Police Department to utilize the services of citizen volunteers who are willing to donate their time and services to the department.

PART I The Police Auxiliary Service

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- B. Membership Qualifications.
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- C. Director, Identification and Records Division.
- D. Department Commanders and Directors.
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PART I

A. Establishment.

1. The Police Auxiliary Service is hereby established pursuant to the provisions of the Volunteer Services Act, D.C. Code § 1-304 et seq. (1981); the rules implementing the Act, "Utilization of Volunteer Services," § 4000.1 et seq., 29 DCR 5405; and the "Implementing Guidance and Procedures," Chapter 35: Voluntary Services, District Personnel Manual.

2. The Commander, Reserve Corps Division, with appropriate assistance from the Personnel Liaison Officer, shall serve as the Volunteer Service Coordinator for the department.

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3. The Police Auxiliary Service program shall be administered as the Police Auxiliary Service Branch of the Reserve Corps Division and be directed by a volunteer with requisite knowledge, skills and abilities as designated by the Volunteer Service Coordinator.

B. Membership Qualifications.

1. To participate in the Police Auxiliary Service, applicants must:
 - a. Be 18 years of age or older, have a high school education or equivalent, live within the District of Columbia - Metropolitan Area, and have no criminal record, excluding minor traffic violations.
 - b. Have skills needed and identified by the Department, and shall be assigned work which they are capable of performing based upon training and experience.
 - c. Be willing to work a minimum 2-hour tour of duty per scheduled day and no less than 16 hours per month; maintain a level of confidentiality in sensitive assignment areas; and abide by the rules and regulations required by all employees of the Metropolitan Police Department.
 - d. Complete a D.C. Form 2000 or other comparable application document, describing their work history and educational background and submit it to the Commander, Reserve Corps Division, 300 Indiana Avenue, N.W., Washington, D.C. 20001. All applications shall be carefully screened and shall include a background investigation.
 - e. Upon the satisfactory completion of a background investigation which reveals no criminal record (excluding any minor traffic violations), the volunteer shall be notified to report to the Reserve Corps Division for an interview prior to acceptance. Volunteers who are not accepted into the Program, for any reason, shall be notified.
 - f. Agree to conditions of work, confidentiality, conflict of interest and security appropriate to the duties for which they are engaged.

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2. Volunteers may apply for the following types of positions:

Word Processor/Typist
 Data Entry Clerk
 Telephone Receptionist
 File Clerk or Mailroom Clerk
 Administrative Assistant
 Inventory Control Clerk
 Paralegal Clerk
 Assistant Police Dispatcher
 Public Relations Assistant
 Community Service Assistant
 Any other position or service identified by the department.

C. Rules of Conduct.

Citizens who are interested in participating in the Police Auxiliary Service are expected to comply with the same ethical and legal standards which must be adhered to by regular employees of the Metropolitan Police Department. Volunteers who are accepted for service in the program shall:

- a. Perform only those duties authorized to be performed by civilian employees of the department. Members of the Police Auxiliary Service shall have no police powers and shall, under no circumstances conduct or represent themselves in a manner that would suggest that they have police powers.
- b. Establish a work schedule of two hours or more per scheduled day. Volunteers may also work full-time, part-time, or intermittent schedules and day or night shifts.
- c. Receive an orientation session and appropriate on-site training, as needed.
- d. Be assigned work in which they have appropriate training, knowledge, skills and abilities. Some assignments may involve minimal training, but within the scope of existing transferable skills.
- e. Represent the Metropolitan Police Department in their assigned duties and follow the same standards of conduct prescribed for paid employees of the department. Volunteers shall maintain a neat and well-groomed appearance at all times and shall display a courteous demeanor. No form of substance abuse will be tolerated.

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- f. Not engage in any political activity during working hours for the Metropolitan Police Department. During non-working hours, however, volunteers are not subject to the prohibition on political activity that is applicable to the Metropolitan Police Department employees.
- g. Immediately notify a supervisor if injured while performing in an assigned task. Notification of injury must be made on the same day the injury occurred or as soon as possible thereafter.
- h. Use telephones within the department for official purposes only, both outgoing and incoming calls, except in cases of emergency.
- i. Not directly or indirectly communicate to any news media, person, or business any information of a confidential nature concerning the operations of the Police Auxiliary Service or the Metropolitan Police Department. Disclosure of any such confidential information is prohibited.
- j. Not be placed in any position likely to constitute a conflict of interest or give the appearance of such.
- k. Display an identification card (with photograph) which must be worn when involved in any volunteer services with the Metropolitan Police Department. Additional identifying insignia or accessory clothing may be authorized by the Chief of Police.
- l. Be utilized to perform the following:
 - (1) Any service or function which augments or supplements an existing function, service or program which is staffed by employees of the Metropolitan Police Department.
 - (2) Any service or function which creates a community service capability which would not be available under existing programs or within the level of available resources.
 - (3) Duties assigned to a regular employee during the temporary absence of the regular employee, provided the volunteer is qualified to perform the assigned duties.

- (4) Duties assigned to a regular employee, on a temporary basis, during periods of heavy workload or to assist in relieving an existing backlog of work.
- (5) Duties which require only minimal physical demands. No individual shall be denied an opportunity to volunteer services based on any disability, provided the individual can adequately perform the duties safely and without hazard to himself/herself or others.

D. Other Supplemental Programs.

Although not specifically covered by this directive, the following types of programs of a similar nature, may be developed, upon approval of the Chief of Police, and administered under the general provisions of this program:

- a. College interns.
- b. Americorps or similar programs.
- c. Summer youth programs.
- d. Senior citizen volunteer programs (e.g., AARP-sponsored).
- e. Fellows programs sponsored by Government or private sector.

PART II

A. Commander, Reserve Corps Division.

1. The Commander, Reserve Corps Division, serving as Volunteer Service Coordinator and working closely with the Personnel Liaison Officer, shall be responsible for the administration of volunteer-services within the department.
2. The Volunteer Service Coordinator shall ensure, in consultation with the Personnel Liaison Officer, that volunteers working for the department are given fair and adequate supervision in accordance with all applicable rules and procedures of the D.C. Office of Personnel.
3. The Volunteer Service Coordinator or designed shall identify functions and services within the department which volunteers may perform and for which adequate supervision is available.
4. The Volunteer Service Coordinator or designee shall initiate recruiting efforts designed to encourage volunteer participation in the Police Auxiliary Service.

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5. The Volunteer Service Coordinator or designee shall ensure that an appropriate background investigation, including reference reviews and criminal history checks, have been conducted for each potential volunteer, in keeping with the security and sensitivity of the position to be filled and in consultation with the MPD Recruiting Unit and the appropriate Commander or Director.

6. The Volunteer Service Coordinator or designee may interview applicants to determine their qualifications and shall refer applicants to properly designated supervisors for pre-selection interviews and placement decisions.

7. The Volunteer Service Coordinator shall develop, in cooperation with the Personnel Liaison Officer, an orientation program to be presented to new members of the Police Auxiliary Service. The program may be presented by qualified staff of the Reserve Corps Division and may include ride-alongs or other demonstrations of police activity.

8. Once an applicant has been selected for a position within the department, the Volunteer Service Coordinator or designee is authorized to communicate directly with the designated supervisor, through the appropriate district or division official, with regard to maintenance of records and general administrative responsibilities.

9. The Volunteer Service Coordinator is authorized to develop, in consultation with the Personnel Liaison Officer, such forms and guidelines as will facilitate the administration of the program.

10. The Volunteer Service Coordinator shall submit annually to the D.C. Office of Personnel, through the Personnel Liaison Officer, a report on the number of volunteers and hours worked during the preceding twelve months.

B. Director, Personnel, Training and Testing Division.

The Director, Personnel, Training and Testing Division shall provide appropriate support and assistance to the Commander, Reserve Corps Division, in carrying out the Police Auxiliary Service program.

C. Director, Identification and Records Division.

The Identification and Records Division shall complete a P.D. Form 70 (Criminal History Request) on each applicant, and forward the completed form back to the Volunteer Service Coordinator.

D. Department Commanders and Directors.

1. All department Commanders and Directors shall survey their units for the purpose of identifying functions or services which might be performed by volunteers in compliance with the Volunteer Services Act and shall provide appropriate information to the Volunteer Service Coordinator or designee, including:

- a. A brief (one paragraph) description of the services requested.
- b. Location of the work site.
- c. Immediate supervisor's name, title, unit, and phone number
- d. Range of hours when services are needed and supervision is available.
- e. Any other information needed for effective administration of the program.

2. Department Commanders and Directors shall authorize supervisors designated under the Police Auxiliary Service program to communicate directly with the Volunteer Service Coordinator or designee with regard to maintenance of records and general administrative responsibilities.

3. To request the services of a volunteer, the requesting unit may contact the Volunteer Service Coordinator or designee for information and assistance.

E. Departmental Supervisors.

1. All volunteers shall be assigned to a supervisor. The supervisor shall be responsible for assigning and controlling work that is to be performed and for monitoring the working hours of the volunteer.

2. The supervisor at the work site will complete a Request for Volunteer Service Form, giving a brief statement of the duties to be performed by the volunteer. Once completed, this form shall be sent to the Volunteer Service Coordinator, who will match job positions with volunteers.

- a. The brief statement shall only describe basic duties, so as to provide written documentation of the volunteer's assignment.
- b. Such a statement should not be patterned after an official job description which would normally be used for grade and salary determinations.

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3. Police Auxiliary Service members should work at least two hours per scheduled day. The volunteer and his/her supervisor will jointly schedule hours and days that the volunteer will be able to work. The volunteer may work a full-time, part-time, or an intermittent work schedule. Day, as well as night shifts, may be available. Volunteers must contribute at least 16 hours per month in order to remain in good standing. Any volunteer who is unable to report to duty due to sickness or other causes shall, as soon as possible, notify his/her immediate supervisor and/or the Volunteer Services Coordinator.

4. Supervisors should be as liberal as possible in allowing the volunteer to schedule work hours which will not conflict with the volunteer's employment or other outside activities.

5. Each element utilizing volunteers shall complete a Volunteer's Hourly Commitment Form for recording the working hours of volunteers. This form is designed to meet the needs of the department and provides the volunteer with a written record of his or her own time and attendance. The Volunteer's Hourly Commitment Form shall be forwarded on the first of each month to the department's Volunteer Service Coordinator.

6. Supervisors shall provide regular or special evaluation reports as may be requested by the Volunteer Service Coordinator.

7. Volunteers are to be treated fairly and in conformance with the accepted personnel policies of the department and the District Government to every extent possible.


Larry D. Soulsby
Chief of Police

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