



# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Auxiliary Deputy Program

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<b>Responsible Unit:</b>	<b>Planning and Research Division</b>	<b>Rescinds:</b>	
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### 1. Purpose

The Harford County Sheriff's Office (HCSO) will use volunteers to assist personnel in non-law enforcement functions.

### 2. Policy

The HCSO encourages participation and partnership between the HCSO and the citizens of Harford County by using the services of citizens based upon their skills, training, and ability to perform volunteer tasks under the direct supervision of designated HCSO employees. The HCSO Auxiliary Deputy Program is intended to encourage the HCSO and the citizens of Harford County to collaborate to achieve the mission of the HCSO.

### 3. Definitions

**AUXILIARY DEPUTY:** Unpaid volunteer whose authority exists as authorized by the Sheriff of Harford County.

### 4. References

MD. CODE ANNOTATED, Courts and Judicial Proceedings, § 5-301

MD. CODE ANNOTATED, Labor and Employment, § 9-231.1

### 5. Procedures

#### A. Overview

1. Auxiliary deputies are volunteers, not employees, and therefore not compensated for their service.
2. Auxiliary deputies are not sworn law enforcement or correctional officers and they have no law enforcement or correctional authority but will support operations as directed by appropriate authority.

#### B. Minimum Qualifications

1. Be a at least 18 years of age;
2. Be a United States citizen and reside in, or in reasonable proximity to, Harford County, MD;

3. Have no criminal convictions;
4. Possess a valid Maryland driver's license with no more than 3 current points;
5. Have no convictions for DUI/DWI and no PBJ for DUI/DWI in the last seven (7) years;
6. Be willing and able to provide at least eight volunteer service hours monthly;
7. Be in good (age appropriate) physical condition as documented by a doctor's certificate;
8. Submit to a background investigation and criminal history review;
9. Agree to random drug and alcohol testing.

C. Disqualifications

1. Having ever sold or distributed controlled dangerous substances (CDS);
2. Have a criminal conviction;
3. Have a conviction or probation before judgment for any violation of any vehicle law in Title 21, Subtitle 9 of the Transportation Article of the Maryland Code Annotated in the previous seven years;
4. Illicit drug use within the past three years;
5. Twenty lifetime uses of marijuana or greater than five uses of marijuana since age 18;
6. Any use during the candidate's lifetime of LSD, heroin, PCP or its derivatives, or cocaine (crack);
7. More than one use of cocaine or ecstasy in the candidate's lifetime;
8. More than five combined uses of an inhalant, illegal steroid, or any CDS not referenced in subsection 5C(6) or (7).

D. Authority

1. Auxiliary deputies serve as an unpaid personnel resource.
2. Auxiliary deputies must not be used in any manner that could reasonably be expected to bring disrepute to the Sheriff's Office or place an auxiliary deputy in unreasonable jeopardy.
3. Whether called for service in an emergency situation or other circumstances, auxiliary deputies must make every attempt to respond as requested when called to duty by the Sheriff, or designee.
4. The Sheriff is the final authority for the Sheriff's Auxiliary Deputy Program.
5. The Community Services Division Commander will be the Auxiliary Deputy Program Coordinator.

E. Supervision

1. The daily supervision and coordination of the Sheriff's Auxiliary Deputy Program will be the responsibility of the Auxiliary Deputy Coordinator.
2. Auxiliary deputies are non-sworn personnel and are not intended to replace sworn law enforcement deputies.

F. Auxiliary Deputy Program Coordinator Duties

1. Assess volunteer skills and place qualified volunteers in duties best suited to those abilities.
2. Develop and/or modify all program participant assignment descriptions.
3. Develop appropriate procedures necessary for effective integration of auxiliary deputies within the HCSO.

G. Auxiliary Deputy Application Process

1. Auxiliary deputy candidates must complete an application.
2. Applications must be forwarded to the Human Resources Director, who must screen the application and decide to accept or reject the applicant.
3. Applications must not be rejected based solely on minor omissions or deficiencies that can be corrected before any testing or interview.
4. The Human Resources Director must notify the applicant within thirty days of rejection.

H. Background Investigation

1. Auxiliary deputy candidates must be screened by the Human Resources Director and the Auxiliary Deputy Program Coordinator.
2. A background investigator will be assigned for additional screening of all auxiliary candidates who were approved in the initial review by the Human Resources Director and the Auxiliary Deputy Program Coordinator.
3. Screening must include a criminal records check, fingerprints and a Motor Vehicle Administration (MVA) check. Applicants must provide a valid photo ID and birth certificate.
4. A complete background investigation to include polygraph examination must be conducted on an applicant who has never applied for any position with the HCSO.

I. Auxiliary Deputy Selection Process

1. The decision to accept an auxiliary deputy applicant must be made by the Auxiliary Deputy Program Coordinator.
2. All elements of the selection process must be administered, scored, evaluated and interpreted uniformly and impartially.

## 5. Training

- A. All auxiliary deputies must receive an orientation, to include a general outline of the program and duties and responsibilities.
- B. Auxiliary deputies will be informed they are not sworn officers and may only act in the role they are assigned.
- C. Training will be conducted to introduce new auxiliary deputies to tasks they will perform in an operational and support capacity.
- D. Appropriate on-the-job training will be conducted.
- E. Entry-level training will be conducted for auxiliary deputies who meet minimum program eligibility requirements.
- F. The entry-level program will consist of a minimum of the following courses:
  - 1. Professional responsibilities
  - 2. Legal responsibilities
  - 3. Communication
  - 4. Patrol
  - 5. Investigations
  - 6. Defensive tactics
  - 7. Use of force
  - 8. Less lethal weapons
  - 9. Driver training
  - 10. Physical training
  - 11. Field training
  - 12. Traffic direction/control
  - 13. Radio
  - 14. First Aid
  - 15. Agency Computer Systems

## 6. Rules and Regulations

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- A. Auxiliary deputies must maintain exemplary standards of personal integrity and ethical conduct in their relationship with other HCSO employees, volunteers, and the community.
- B. Auxiliary deputies who violate rules and regulations are subject to dismissal from the program.
- C. Auxiliary deputies must comply with HCSO rules, written directives, and county, state, and federal law.
- D. Auxiliary deputies have no authority to make arrests.
- E. Status as an auxiliary deputy alone does not grant authority to possess, carry, or use any firearm and auxiliary deputies agree that they will not possess, carry, or use any firearm while on duty as an auxiliary deputy.
- F. Auxiliary deputies may be issued certain less-lethal weapons under the authority of the Sheriff or a designee. Upon completion of an approved course of instruction, the Quartermaster will issue the weapons as standard equipment.
- G. Auxiliary deputies performing traffic control must wear an authorized/issued reflective vest or garment as their outermost garment in all weather conditions.
- H. Only those auxiliary deputies requested may respond to an incident scene. This directive does not preclude auxiliary deputies from stopping to render aid in an emergency when the auxiliary is first on the scene. In these instances, the auxiliary deputy should immediately summon assistance and follow directions from responding police/fire personnel.
- I. Auxiliary deputies must participate in ceremonial events when directed; these occasions may include, but are not limited to, parades, installation of officials, honors, dedications, memorial services and funerals.
- J. Auxiliary deputies must be non-partisan while on duty or acting in their capacity as a HCSO volunteer and will not take part in any political activity while acting in the name of the HCSO or in their capacity as an auxiliary deputy.
- K. Disciplinary issues and complaints of any violations of laws or HCSO policies will be handled in the same manner as those handled for HCSO civilian employees.
- L. Participation in the Auxiliary Deputy Program is contingent upon signing the Auxiliary Deputy Program Waiver and Release.

## 7. **Appearance Standards**

- A. Auxiliary deputies must at all times present an appearance which inspires public confidence in their professionalism. Auxiliary deputies must comply with all HCSO policies, regulations, and orders regarding personal appearance.
- B. Personnel inspections will be periodically completed to insure auxiliary deputies conform to personal appearance standards.

## 8. **Operational Duties**

- A. Auxiliary deputies assigned to patrol operations are intended, unless otherwise directed by a patrol supervisor, to provide additional personnel for observation of criminal activities, traffic hazards, other unsafe conditions, and unusual activity in business and residential areas.
- B. Auxiliary deputies must notify Dispatch upon becoming aware of an incident requiring additional assistance.
- C. Auxiliary deputies must advise Dispatch of their duty status at the beginning and end of their tour of duty (10-41 & 10-42).
- D. Auxiliary deputies must inform Dispatch when they arrive at and depart from an incident scene.
- E. Auxiliary deputies must remain attentive to radio calls during their tour of duty and promptly respond when called on the radio.
- F. Auxiliary deputies must use appropriate "ten codes" when communicating and remain frugal in using the police radio.
- G. Auxiliary deputies must report for duty in proper uniform with appropriate equipment for patrol (i.e., approved flashlight, traffic vest, raincoat, etc.).
- H. Auxiliary deputies must report to the shift supervisor and attend the shift roll call.

## 9. **Uniforms and Equipment**

- A. Quartermaster will issue all auxiliary deputies uniforms and equipment. Any items or equipment (flashlights, etc.) the auxiliary deputy may want to carry in addition to what is issued must be approved by the Auxiliary Deputy Program Coordinator.
- B. The auxiliary deputy uniform will clearly distinguish auxiliary from sworn deputies and will have a light blue shirt with Auxiliary Deputy patches.
- C. The auxiliary uniform will be worn in a manner consistent with current Agency policy.
- D. Each auxiliary deputy shall be individually responsible for care and cleaning of the issued Harford County Auxiliary Deputy uniform.
- E. All auxiliary deputies are responsible for equipment issued to them.
- F. Auxiliary deputy uniforms may be worn only for official business. No auxiliary deputy may wear the uniform, whether in whole or in part, while not in an official capacity. Auxiliary deputies may not exchange, lend, borrow, modify or sell any part of the uniform.
- G. Each auxiliary deputy will be issued an Agency identification card. The ID card must be shown upon request and must display the auxiliary deputy's name, ID number and photograph. If exigent circumstances prevent the wearing of the approved uniform, non-uniformed auxiliary deputies must display their HCSO identification on their outermost garment while on duty.
- H. Auxiliary deputies must identify themselves to any citizen requesting identification with their full name and identification number.

**10. Auxiliary Deputy Unit Ride-Along**

- A. The Ride-Along Program is designed to allow auxiliary deputies to accompany sworn deputies during their tour of duty.
- B. The auxiliary deputy may serve only as an observer, rendering assistance only when directed by the uniformed deputy.
- C. Auxiliary deputies are eligible to Ride-Along twice monthly.
- D. The number of auxiliary deputies assigned to Ride-Along within a precinct is at the discretion of the precinct commander.
- E. The uniform of the day must be worn during the Ride-Along unless otherwise prescribed. No firearms or unauthorized weapons/equipment may be carried. Approved flashlights are permitted and encouraged when required by lighting conditions.
- F. The auxiliary deputy must report to the designated shift supervisor at least fifteen minutes before the designated Ride-Along start time.
- G. Auxiliary deputies must follow all lawful commands, orders and/or directions given to him by any law enforcement officer.
- H. Auxiliary deputies must not be intentionally placed in jeopardy or danger. However, auxiliary deputies must be made aware that certain hazards are always present.
- I. Auxiliary deputies must refrain from physical contact with suspects, offenders, and citizens when possible.

**11. Waiver**

- A. All personnel who wish to serve as an auxiliary deputy in the Harford County Sheriff's Office are required to acknowledge and agree to the stipulations contained in the Program Participation Waiver and Release (SO-180).