

Auxiliary Deputies

Index Code: 709

Effective Date: 02/01/10 (revised 10/28/16)

I. Purpose

The purpose of the Auxiliary Deputy Program is to utilize citizen volunteers to assist the Office of the Sheriff in the performance of specific duties that benefits the Office of the Sheriff and the community in concert, without compensation, and with limited authority and responsibilities throughout Queen Anne's County.

II. Policy

It is the policy of the Office of the Sheriff to maintain an active Auxiliary Deputy Program, to enhance the operations of the Office of the Sheriff and better serve the community. The Auxiliary Deputy Program will be maintained at the highest level of standards possible

III. Service

A. Auxiliary Deputies will render volunteer services when, in the opinion of the Sheriff, such augmentation of regularly provided services are essential to the public welfare and safety. These services include, but are not limited to:

1. Bicycle Patrol
2. Headquarters Assistance
3. Ceremonies
4. Crime Prevention Activities
5. Crime Scene Management
6. McGruff Crime Dog
7. Motorist Assistance
8. Security Surveys
9. Speed Trailer Deployments
10. Traffic Details

Auxiliary Deputies will make every attempt possible to respond as directed to those occasions when called to duty by the Sheriff or his designee in case of an emergency or other circumstances that dictate a timely response.

B. The actions or services of any Auxiliary Deputy will not be performed in a manner that would bring about disfavor or be at detriment to the Office of the Sheriff.

C. The services of Auxiliary Deputies will not be requested, and they will not be assigned to any duty, which would impose an inherent danger to the Auxiliary Deputy or place them in a position of controversy.

D. Auxiliary Deputies will remain non-partisan when acting on behalf of the Office of the Sheriff. They will not participate in or sponsor political activities of any kind, while acting in the name or capacity of a member of the Auxiliary Deputy Program.

E. Auxiliary Deputies are volunteers, and therefore do not receive compensation from the Office of the Sheriff.

F. Auxiliary Deputies are permitted to hold paid positions within the Queen Anne's County Government as long as there is no conflict of interest. A condition of volunteerism must be drafted and agreed upon by both the volunteer and the Deputy in Charge of the Auxiliary Deputy Program. It will be clearly articulated that paid hours cannot be claimed as volunteer hours, and volunteer's hours cannot be claimed as paid hours. In addition volunteer duties cannot be related to paid duties.

IV. Structure

The supervisor in charge of the Sheriff's Resource Unit (SRU), or his/her designee, is responsible for the execution of all orders and rules governing the Auxiliary Deputy program. He/she will have the authority to enforce all orders, written or verbal, issued through the Office of the Sheriff and establish required training for all Auxiliary Deputies to ensure that candidates receive adequate instruction in all facets of the Auxiliary Deputy Program. In addition, the supervisor in charge will coordinate all Auxiliary Deputy activities and maintain necessary records.

V. Rules and Regulations

A. General Responsibilities

The development of an efficient and well-disciplined Auxiliary Deputy Program, which

has the confidence and respect of agency personnel and the general public, can only be accomplished when each member realizes that his/her actions, whether in or out of uniform, is closely scrutinized. Acts of misconduct or inefficiency not only reflect negatively on the member as an individual, but on the entire Auxiliary Deputy Program. It is, therefore, essential that every Auxiliary Deputy familiarizes themselves with all applicable rules, regulations and procedures and adheres to them during the proper performance of their duties.

B. Conduct

All members of the Auxiliary Deputy Program will be held to a high standard of conduct. Any breach of the peace, neglect of duty, misconduct, or conduct which tends to undermine the good order, efficiency or discipline of the Office of the Sheriff either within or outside the boundaries of Queen Anne's County will not be tolerated. Any action that reflects discredit or is prejudicial to the efficiency and discipline of the Office of the Sheriff, even though these offenses are not specifically enumerated will be considered conduct unbecoming. Auxiliary Deputies who violate this section will be subject to disciplinary actions and/or dismissal from the program.

C. Laws

No member of the Auxiliary Deputy Program will violate any Federal, State, County or Municipal Law.

D. Auxiliary Deputy Authority

1. Auxiliary Deputies are not vested nor empowered with the authority to make arrests.
2. Auxiliary Deputies are not granted the authority to possess, carry, or use any firearm as a member of the program. Auxiliary Deputies may be issued certain non-lethal weapons under the authority of the Sheriff (i.e., O.C. Spray, etc.) upon completion of an approved course of instruction. The agency Quartermaster will issue said weapons as standard equipment when applicable.

E. Discipline

Discipline is necessary to promote efficiency. Strict rules of conduct must be enforced because of the very nature of the work involved. Auxiliary Deputies will be courteous and mindful of the rights of others while performing the duties of an Auxiliary Deputy. Honesty, truthfulness, sobriety, courage, and even

temperament are necessary qualities of an Auxiliary Deputy.

F. Confidential Matters

All members of the Auxiliary Deputy Program will treat as confidential official communication and business of the Office of the Sheriff. Information concerning crimes, arrests, suspects, witnesses, procedures or any other Office of the Sheriff matters is to be released only upon proper authorization through established channels.

G. Public Relations

Every Auxiliary Deputy will promote good public relations by rendering assistance when it is necessary and appropriate. Impartial administration of duties and meeting the public with courtesy and consideration are essential qualities of an Auxiliary Deputy. Auxiliary Deputies will furnish their name to any person upon request.

H. Public Information

The agency's Public Information Officer (PIO) must authorize any and all requests for information or interviews from the media in advance. Auxiliary Deputies are not permitted to disclose confidential intelligence, investigative, or personnel information. Any violation of this rule will be grounds for discipline and/or dismissal.

I. Smoking on Duty

Auxiliary Deputies will comply with Queen Anne's County Human Resources Policy 300-113, Tobacco Free Policy. If there are circumstances whereby tobacco use would be allowed under that policy, the use of tobacco is not allowed in plain view of the public while performing duties as an Auxiliary Deputy.

J. Use of Colored Lights

Auxiliary Deputies will not use colored lights on their personal vehicles in violation of Maryland law, or give the impression of being a law enforcement officer.

K. Traffic Control

Auxiliary Deputies will wear the issued reflective vest or garment as their outer most garment whenever directing traffic or on the scene of a motor vehicle collision. The vest will be worn over the winter coat in inclement weather. The reflective vest is not required to be worn over a fluorescent raincoat. Risk management standards as well as officer safety dictate this

regulation.

L. Response to Calls

Auxiliary Deputies will not respond to an incident, and render his/her service, unless authorized or requested by a supervisor. However, this does not preclude an Auxiliary Deputy who arrives at the scene of an incident by chance from stopping and assisting, so long as the deputy in charge authorizes or requests such assistance.

M. Ceremonies

The Auxiliary Deputy Program will include the capability to fulfill ceremonial obligations on occasions, such as the installation of officials, parades, honors, dedications, memorial services and funerals. The Uniform of the Day will be dictated by and at the discretion of the Sheriff's Resource Unit supervisor.

VI. Duties

A. Administrative Responsibilities

Auxiliary Deputies may be assigned or volunteer to work in an administrative capacity within the Office of the Sheriff as approved. Such assignments include: Headquarters, Sheriff's Resource Unit, Criminal Investigations Unit, Courts & Civil Process Unit, and the Drug Task Force.

Formal or on the job training will be provided prior to assuming such duty stations.

B. Field Operation Responsibilities

Auxiliary Deputies may be assigned to handle traffic control functions throughout Queen Anne's County. They may be assigned to funeral details, parades, fairs, patrols, carnivals, disaster sites, and other activities of a non-violent nature as designated. Duties and responsibilities may be expanded or reduced at any time.

C. Duty Requirement

Members of the Auxiliary Deputy Program will be required to perform at least 30 hours of approved or assigned duties every six months. Failure to do so may lead to dismissal from the program.

D. Logging of Hours Served

Auxiliary Deputies will email or deliver time sheets to the SRU Supervisor (or designee) of their time on duty on a monthly basis. If in an agency vehicle, time shall be noted from portal to portal (i.e., from home to assignment to home) or upon arriving at assignment. If in a personal vehicle, time will be logged in hourly

increments (i.e., hours rounded up or down to whole hours).

VII. Injury to an Auxiliary Deputy

If a member of the Auxiliary Deputy Program is injured while on duty, that Auxiliary Deputy must contact his/her immediate supervisor as soon as possible after the injury occurs. In the event their supervisor is not available, they will contact the Duty Officer. The supervisor/Duty Officer will ensure that a First Report of Injury Form is completed and submitted to the Department of Human Resources and a copy kept on file by the Sheriff's Resource Unit supervisor.

A County medical and indemnity benefit insurance policy protects volunteers including Auxiliary Deputies for covered accidents.

VIII. Auxiliary Deputy Qualifications

A. Auxiliary Deputy applications will be submitted through the QAC.org website (Employment Opportunities) for review by the Sheriff's Resource Unit. A copy will be kept on file by the Sheriff's Resource Unit supervisor.

B. Auxiliary Deputy applicants must meet the following basic requirements:

1. Minimum 18 years old
2. A United States Citizen
3. High School Diploma or GED
4. No Criminal Convictions
5. Possess a valid Maryland Driver's License
6. Capable of providing a minimum of 30 hours of service every six months
7. Have a telephone
8. Be in good physical condition as witnessed by a Doctor's Certificate
9. Submit to a comprehensive background investigation
10. Submit to a criminal history review
11. Submit to mandatory drug and alcohol testing

IX. Auxiliary Deputy Training

A. Training Programs will be designed and conducted to introduce the new Auxiliary Deputies to tasks he/she may perform in an operational and support capacity. In-service training will be conducted and required for veteran Auxiliary Deputies on at least an annual basis. Classroom instruction will be conducted at Headquarters or other facilities as designated by Sheriff's Resource Unit supervisor. Field training will be conducted when and where appropriate. All training will be conducted by an

Auxiliary Deputy Field Training Office as approved by the SRU Supervisor

Auxiliary Deputy entry-level training will be conducted for Auxiliary Deputy Candidates who meet the minimum program eligibility requirements. The entry-level training program will consist at a minimum the following courses of instruction: Agency mission, values and organizational structure, Communications, Rules and Regulations, Traffic Direction and Control (waived for non-patrol only), Uniform and Equipment Issuance (waived for non-patrol only), Wear and Care of the Uniform (waived for non-patrol only), and Military Courtesy.

X. Uniforms and Equipment

A. Care

Auxiliary Deputies are responsible for the proper care and cleaning of all uniforms, equipment, and accessories.

B. Replacement

Any member requesting replacement of any part of the uniform must submit a Supply Requisition Form to the SRU Supervisor (or designee) and return the damaged item before a replacement is issued.

C. Use

Uniforms are to be worn in their entirety and only on official Auxiliary Deputies business. No Auxiliary Deputy will wear the uniform or parts of the uniform when not acting in an official capacity. No Auxiliary Deputy will alter, exchange, lend, borrow, modify or sell any parts of the uniform without authorization.

D. Responsibility

Auxiliary Deputies will be responsible for all uniforms and equipment issued to them. If any item is lost or damaged, the affected Auxiliary Deputy will report it via interoffice correspondence to the Sheriff's Resource Unit supervisor as soon as possible, with a copy forwarded to the agency's Quartermaster.

E. Returning Uniforms and Equipment

When an Auxiliary Deputy leaves the Auxiliary Deputy Program for any reason, he/she will be responsible for returning all issued uniforms and equipment to the agency Quartermaster in a clean and serviceable condition. Failure to return any part of the uniform or equipment within two weeks of separation from the program may result in legal action up to and including criminal charges.

F. Uniform of the Day

The Sheriff or Chief Deputy will prescribe the uniform of the day. Due to the possibility of changing weather conditions while on duty, members should report fully prepared for such changes by having a coat, raincoats, etc. available.

XI. Personal Appearance

Auxiliary Deputies will be neat, clean and well-groomed at all times.

XII. Reporting for Duty

A. Auxiliary Deputies will report for duty in proper uniform with the appropriate equipment needed for their assignment. The Auxiliary Deputy will report to Sheriff's Resource Unit supervisor, the Duty Officer, or the Shift Supervisor depending on the nature of the assignment. Approval may be granted by the Sheriff or his designee for appropriate business attire in lieu of the Auxiliary uniform for those volunteers performing non-patrol functions.

B. Auxiliary Deputies will advise the Department of Emergency Services (dispatch) of their duty status and assignment at the beginning and at the end of their tour of duty (i.e., 10-41 Speed Trailer Deployment, 10-42, etc.). Auxiliary Deputies must remain attentive to the radio at all times while on duty and promptly respond when called. Auxiliary Deputies must use appropriate language and terminology when communicating on the radio system.

XIII. Ride-Along Program

A. Purpose

The Ride-Along Program is designed for Auxiliary Deputies to accompany Patrol Deputies during their tour of duty. The Auxiliary Deputy will serve as an observer, rendering assistance only when directed by the deputy in charge.

B. Eligibility

To participate in the Ride-Along Program, Auxiliary Deputies must perform the minimum of 30 hours of service for the previous six months.

C. Request to Ride

Auxiliary Deputies must sign a waiver and release prior to riding and obtain permission from the Duty Officer.

D. Uniform

The uniform of the day will be worn during the ride-along unless otherwise prescribed.

XIV. Vehicles Operation

A. No Auxiliary Deputy will operate an agency vehicle unless that Auxiliary Deputy possesses a valid Maryland Driver's License.

When operating an agency vehicle, authorized Auxiliary Deputies must follow all established procedures including:

1. Signing out the agency vehicle in the appropriate logbook.
2. Inspecting the vehicle at the beginning and end of all shifts to include all fluid levels and equipment. The vehicle will be washed/sanitized prior to any event and refueled at the end of all assignments.
3. Reporting any damage or missing equipment in writing to the SRU supervisor (or designee) when it occurs or as soon as discovered.
4. Driving in a safe and legal manner, obeying all traffic laws. Any Auxiliary Deputy, who, through negligence, becomes involved in a preventable accident as determined by the Accident Review Board may be charged with a motor vehicle law violation and/or lose their privilege to drive an agency vehicle.
5. When driven by an Auxiliary Deputy, agency vehicles will not be used for any emergency runs (i.e., lights and siren) or respond to a call for service with lights and siren activated. Auxiliary Deputies who violate this provision will be terminated from the program immediately.
6. Auxiliary Deputies will not engage or attempt to engage in a vehicular pursuit of any kind, regardless of circumstances, nor will an Auxiliary Deputy be permitted to engage or attempt to engage in a vehicular traffic stop. Auxiliary Deputies who violate this provision will be terminated from the program immediately.
7. If an Auxiliary Deputy becomes involved in a departmental accident, the Auxiliary Deputy will immediately notify the Department of Emergency Services, advising them their location, nature of the accident, and the number and type of injuries if any. An on-duty supervisor will respond to the scene and investigate the accident.

CALEA References: 16.4.2.

Proponent Unit: Sheriff's Resource Unit

Cancellation: Policy dated 9/7/16.

Sheriff Gary Hofmann