DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**SECTION: M-004 AUXILIARY POLICE OFFICER**

**EFFECTIVE DATE: 31 AUG 2020 NUMBER OF PAGES: 1**

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**STANDARD COVERED: N/A *CHIEF KEITH MOON***

**I. PURPOSE**

To provide uniform guidelines for the operation of the Auxiliary Police Officer through standardization of procedures and functions.

### II. SCOPE

This policy applies to all Auxiliary Police Officers assigned to Auxiliary Police Officer duties;

and the Auxiliary Police Officer will follow all policies and procedures of the Dublin Police

Department.

### III. ORGANIZATION AND TOUR OF DUTY

1. Auxiliary Police Officers will consist of Georgia POST-certified officers.
2. Auxiliary Police Officers are responsible for keeping his/her Georgia Peace Officer Certification up to date.
3. Auxiliary Police Officers are responsible for remaining fit for duty.
4. The uniform for Auxiliary Police Officers will be the Dublin Police Department Class P uniform; unless directed by the Chief of Police or his designee.
5. Auxiliary Police Officers shall work no more than sixty (60) hours per pay period; unless directed by the Chief of Police or his designee.
6. Auxiliary Police Officers will not receive any benefits; Auxiliary Police Officers are part-time employees.
7. The Auxiliary Police Division will be under the direct supervisor of the Patrol Shift Commander.
8. Auxiliary Police Officers work at the need of the Dublin Police Department; if asked to work and Auxiliary Police Officer can’t report to duty without a valid reason, the Auxiliary Police Officer will be dropped from the program after three (3) unexcused absences.
9. Auxiliary Police Officers will be eligible to work extra duty jobs and will have to fill out requests for working extra duty jobs. Auxiliary Police Officers will be held to the same procedures and guidelines as full-time officers. Auxiliary Officers will only be allowed to work extra duty details after all full-time police personnel have chosen not to work the vacancies for the extra-duty assignment.