



JEROME POLICE DEPARTMENT

RUSSELL SAN FELICE, CHIEF
305 MAIN STREET
POST OFFICE BOX 335
JEROME, ARIZONA 86331
(928) 634-8992
FAX (928) 649-2776



Jerome Police Department Auxiliary Officer Pilot Program

The Town of Jerome Police Department (JPD) aims to initiate a pilot program assessing the feasibility of establishing a volunteer Auxiliary Officer Program. This program could enhance manpower during daily operations and support special events. The pilot will last one year and be limited to three AOP applicants. After the pilot, the JPD will evaluate whether continuing the program is in the Town's best interest.

The Auxiliary Officer will undergo a background investigation that includes reference checks, a criminal history check (CCH), an inquiry into the driver's license, an interview, and fingerprinting. After completing the background process, the Auxiliary Officer will be sworn in by the Chief of Police; however, the Auxiliary Officer will not be certified under Arizona Administrative Code § R13-4-103 - Certification of Peace Officers. It is likely the chosen Auxiliary Officers will have been a certified peace officer in this state or another state, and / or have a military police / security background.

The Auxiliary Officer will complete a minimum of 30 hours of classroom training that includes:

Topics include, but are not limited to:

- Use of Force Policy
- Traffic Control Protocols
- Dealing with the Public
- Use of the Police Radio
- Any Subjects Pertinent as Identified by the Chief of Police

The training will include the Auxiliary Officer's role & responsibilities. The roles and responsibilities listed below are not all-inclusive and can be revised at the discretion of the Chief of Police.

Authorized Duties:

- Vacation Watch Program
- Motorist/Citizen Assist
- Abandoned Vehicles (Red Tag)
- Inventory Vehicles for Towing (Tow Reports).
- Non-Injury Accident Investigation (Cannot write citations)
- Barking Dog Complaints
- Assist in Locating Dogs at Large
- Noise Disturbance

- Crime Scene assistance with property crimes, to include evidence photography and collection
- Handcuffing/Prisoner Transport
- Traffic Control (Accidents, Fires, Special Events, etc.)
- Missing/Lost Person
- Welfare Checks - With supervisor approval
- Illegal Dumping
- Vandalism (egging, TP, etc.)
- Take Non-Confrontational Citizen Reports.
- Community Evacuations (Floods, Fires, etc.).
- VIN Inspection
- Victim Notify (release from jail)
- Complete Victim's rights form
- Standby for United Transport or mortuary, as necessary
- Lost and found property
- Citizen Inquiries.
- Attend Community Meetings.
- Deliver Non-Confrontational Emergency Messages.

Unauthorized Duties Include:

- Conducting Traffic Stops.
- Running Code.
- Pursuits.
- Conducting Arrests; except a citizen arrest as provided for in ARS § 13-3884.
- Domestic Violence calls.
- 911 hang-ups.
- Clearing Buildings.
- Labor Disputes

Most topics require a classroom presentation, written testing, verbal discussions, and field application.

Firearms training, consisting of 40 hours, will be required for Level-1 Auxiliary Officers. They will also be required to pass the AZ POST handgun firearms course with annual recertification. Carrying a firearm will be optional.

The Auxiliary Officer will provide their agency-approved firearm and holster. Agency-approved weapons are generally nine-millimeter models of the following manufacturers:

- Smith & Wesson M&P Series
- Glock
- Sig Sauer
- Staccato

The auxiliary officer will be responsible for providing their own, agency-approved, range and duty ammo.

After completing the required training, the auxiliary officer will be placed on a six-month probation. During this period, the officer will be closely supervised. After probation, the officer will be authorized to work without close supervision. Additionally, in most cases, Auxiliary Officers can assist regular department employees in completing their assigned tasks.

Auxiliary Officers are requested to work at least one day per month (hours and assignments may vary).

The JPD will provide uniforms for the AOP applicants, excluding footwear. Uniform requirements are:

- Khaki shirt and pants with khaki external vest carrier
- Soft body armor (Level-1)
- Jerome Police Department patches on both shoulders to include "Auxiliary Officer."
- Auxiliary Officer badge
- Embroidered nametag
- Black or tan footwear
- Appropriate utility belt depending on the Level of the assignment

Disciplinary procedures involving Auxiliary Officers will be imposed by the Chief of Police or a designee. Additionally, Auxiliary Officers are designated as "at will" positions and can be removed from the Auxiliary Officer Program at the Chief's discretion. Auxiliary officers will adhere to all applicable sections of the Jerome Police Department Policy Manual, Town of Jerome Code of Conduct, and any personnel directives of the Town of Jerome.

See attachment: Proposed Law Enforcement Volunteer Program for the Jerome Police Department, prepared by an interested applicant with extensive experience in the Yavapai County Sheriff's Office Volunteers in Patrol Program as a volunteer.