

Chapter Twenty-one

Auxiliary Crime Prevention

(WASPC 10.3)

21.05 General Information

21.05.01 Purpose & Function

The Auxiliary is a volunteer non-commissioned unit that serves in a support capacity for the Sheriff's Office. The purpose of the auxiliary is to provide low level services that normal department staffing levels are inadequate to handle. The main assignment of this unit is crime prevention. They provide security checks for private homes in Douglas County while the owners are out of town, conduct security surveys for home owners, and help establish block watch programs. They may also assist in traffic control at special events or major incidents, operate a giant display traffic radar, transport department mail between the different Sheriff's Office locations within the county, and other special duties that the Sheriff deems appropriate.

21.05.02 Membership

The unit is restricted to not more than 15 members in the East Wenatchee/Waterville areas, and not more than 15 members in the Bridgeport area. Any person interested in joining must submit an application to the Auxiliary Director or Headquarters Division Commander. A background investigation will be completed on all applicants, a minimum of which will include records, traffic, and criminal history checks.

21.05.03 Minimum Requirements

Members must be at least 18 years of age, a U.S. Citizen, be able to read and write the English language, possess a valid Washington drivers license, be in good general mental and physical condition, and of good moral character. Any felony conviction is disqualifying and misdemeanors and traffic records will be closely scrutinized and may be disqualifying. As a rule, a high school diploma or GED is required but the Sheriff may choose to waive this requirement on a case by case basis for mature well balanced applicants with significant life experience.

21.05.04 Chain of Command

The Auxiliary is assigned to the Headquarters Division with the following chain of command.

- 1) Department Director
- 2) Headquarters Division Commander
- 3) Sheriff

The department Director if utilized, will normally be the 911 Coordinator or another regular member of the Headquarters Division that is appointed by the Sheriff.

The Director would act as immediate supervisor for the unit.

Members will at all times be subordinate to the Director and any department supervisor, (corporal or above); and will follow their directions. In a field situation, members will be considered subordinate to all regular deputies of this department.

21.05.05 Meetings

The Director or Headquarters Division Commander may schedule meetings of the membership as needed in order to conduct business and/or provide training. Members are expected to attend all meetings unless excused by the Director or Headquarters Division Commander. Members who constantly fail or refuse to attend meetings will be asked to resign or be dismissed from the organization.

21.05.06 Training

We will provide training for you as necessary for you to properly perform your duties. Training may include both classroom and field training sessions as needed.

21.05.07 Minimum Activity

To be an active participant, each member of the unit is expected to perform approximately 8 hours of service per month unless excused by the Director or Headquarters Division Commander. Attendance at meetings will count toward these hours. Because of the limited number of positions available, members who do not remain active will be asked to resign or be dismissed from the organization.

21.05.08 Shifts

As a rule, when you work and the length of your shift is at your discretion. The length of your shift may be determined by how much activity you have to complete. We may also ask you to work at certain times to help cover special events or activities. There is a sign up sheet in the Auxiliary file in the squad room. You may sign up for shifts at any time period that is vacant. Doing so will keep other members aware of when someone else is working, so they know the car is being used for a given period. Be sure to record your duty hours on the forms provided for that purpose. We have to report your duty hours to be able to pay your State Industrial Insurance. We pay State Industrial Insurance in case you happen to be injured while on duty.

21.05.09 Authority

Each member will be issued an identification card by the Sheriff authorizing them to perform their duties. This identification must be carried at all times while on duty and should be produced when necessary to confirm your status as an Auxiliary member. Members are not commissioned with arrest authority and may not carry firearms or other weapons on duty. We may issue Mace or Cap Stun to be kept in the Auxiliary patrol car in case protection against dogs is needed. You may not attempt to conduct traffic stops of other vehicles. A deputy must witness a traffic violation to be able to issue a citation unless he is investigating an accident.

21.05.10 Uniforms & Appearance

You must keep your appearance neat, clean, and professional at all times. Good personal hygiene is absolutely mandatory. You do not have to have a military haircut, but it does have to be reasonable. Males may not have hair over the collar, and may not wear pony tails or other unreasonable hair styles. Males also may not wear earrings while on duty. Beards or mustaches must be neatly trimmed to a reasonable length.

All uniform items will be subject to approval by the Sheriff and will be issued by the department at no cost to you. Your uniform will be designed to be immediately distinguishable from that of a regular deputy sheriff. Members will be in uniform at all times while on duty unless otherwise approved by the Headquarters Division Commander. Anything issued to you by the department must be returned when you leave the organization. You may not wear uniform items while off duty.

You must keep your uniform items clean and in good repair. Uniforms may be cleaned at department expense by taking them to the authorized department cleaning service. Do not wear anything extra on your uniform without approval from the Headquarters Division Commander. You may not mix other types of clothing with the uniform items that we issue unless it is specifically approved by the Headquarters Division Commander. We will not sacrifice appearance standards of the department. The Sheriff will always have the final word concerning the appearance of our members.

You are not required to wear a tie. At your discretion, you may wear a solid black turtle neck or dickey with long sleeve shirts only. Uniform coats will be issued with a zip out liner and a removable fur collar. You may use the liner at your discretion. The fur collar is an official part of the department winter uniform and must be worn during winter uniform months as specified by the department. It must be removed from the coat during the summer months.

Footwear should be either solid black, solid brown, or a reasonable combination of those colors. White tennis shoes, "logging" boots or other footwear that does not have a reasonably professional appearance may not be worn with your uniform.

Remember that you represent the Douglas County Sheriff's Office. Citizens will judge our department to some degree based on the appearance of our personnel, including Auxiliary members. We very much appreciate our volunteers but being a volunteer means that you can decide whether you wish to participate in department programs and activities. It does not entitle you to make your own decisions about your conduct and appearance while representing the Sheriff's Office.

21.05.11 Vehicles & Their Operation

A patrol car properly marked for the Auxiliary will be provided, equipped and maintained by the department. Members may be required to successfully complete a department driving skills course in order to operate the patrol car. You must have your drivers license and identification on your person at all times, and obey all traffic laws when operating a county vehicle.

Keys for the car must be properly tagged out and returned at the end of your shift. Each time you use the patrol car, check the oil level and note any damage to the car. Check equipment such as the light bar, spot light, flashlights, traffic vests, flares, fire extinguisher, etc., to make sure everything is accounted for and in good condition.

The vehicle is to be properly secured at all times. At the end of your shift, be sure the windows are rolled up, the radio is turned off, the flashlights are rotated out of the chargers, the doors are locked, and all lights are turned off.

Except for fuel and car washes, do not have anything done to the car or make any purchases without approval of the Headquarters Division Commander. Keep the fuel tank full. The oil must be changed every 2500 miles but get approval before having it done. We deal with certain businesses for our vehicle maintenance. Report any problems with the car to the Director or Headquarters Division Commander.

Keep the car clean inside and out. Throw your trash away each shift. You represent Douglas County and the Sheriffs Office. We want you to look professional at all times.

21.05.12 Residential Security Checks

- 1) We will normally only check unoccupied houses. We must have a written request in order to conduct routine security checks.
- 2) You should check all doors and windows on each side of the residence looking for signs of entry or unsecured openings. Be aware of possible evidence such as footprints, fingerprints, etc. and do not disturb them. As a rule, we will only do physical walk-around checks during daylight hours. After dark, we will only drive by the residence. You may pull into the driveway and use your spotlight if necessary.
- 3) Be very careful about shaking doors as this could activate an alarm system. You can normally try and turn a knob gently to insure it is locked. Should you accidentally activate an audible alarm, notify dispatch right away.
- 4) If you find an unsecured residence, do not enter the house. Call for a patrol deputy to assist you.
- 5) Review all the information on the security check forms. If a definite date of return is on the form, we will stop our checks on that date. If only an approximately date is given, you may check the residence until you confirm the owner has returned home. Once you find someone at the residence, you may ask them for identification to verify that they belong there. Be polite.

21.05.13 Routine Patrol

- 1) While on patrol, you should be alert for suspicious or criminal activity, or citizens needing assistance. If you observe something that requires intervention, you may handle it yourself if it is within the scope of your duties and training. Otherwise, you should notify dispatch and request the proper assistance.
- 2) Do not intentionally place yourself in a situation that may jeopardize your safety. If you observe criminal activity in progress, notify dispatch immediately and then try to monitor the situation from a safe distance. Keep dispatch informed of changes in the situation. If you are able to, try and observe for suspect or vehicle descriptions, directions of travel, or other information that might be important to the responding deputy. Write this information down if you can't remember it all.
- 3) A log book is kept in the patrol car for your use. You should write down important shift activities and observations in case we need that information later.
- 4) Pay attention to your mobile radio. There may be times when dispatch, a supervisor, or a patrol deputy will need to contact you.
- 5) If you hear an incident in progress on the radio, do not respond to or drive through the incident scene unless a supervisor or deputy asks for your help.
- 6) If you come across a traffic accident that has just happened, you should stop, check for injuries, and notify dispatch. Dispatch will need an exact location, how many vehicles are involved, whether there are injuries and the degree of injury, and if the roadway is blocked. You may render first aid treatment if you have been trained to do so. If the accident is blocking the roadway, you may need to provide traffic control until someone else can relieve you.
- 7) If you come across any other type of incident or are waved down by a citizen needing a law enforcement officer, explain who you are and tell them you will call a deputy for them. Do not be afraid to tell someone that you are not trained or do not have the authority to handle their complaint, but be sure you call someone else who can help them.
- 8) If you are scheduled for a patrol shift but the weather or road conditions are extremely poor, you may elect to cancel your shift.

21.05.14 Auxiliary Coordinator

The Director or Headquarters Division Commander may choose to appoint a member to serve as a coordinator to assist in scheduling personnel and conducting routine business of the unit.

21.05.15 RSVP

The Auxiliary is a recognized participant of the Chelan/Douglas Retired Senior Volunteer Program. We report auxiliary duty hours to that organization.

21.05.16 Tenure

Members may be discharged from the organization for poor or improper conduct or for continuous failure or refusal to participate in unit activities. The Headquarters Division Commander shall have the authority to discharge any member for cause, provided that any such discharge may be appealed to the Sheriff within 10 days. All members serve strictly at the discretion of the Sheriff.