

*Decatur Police
Auxiliary
Unit*

*Standard Operating
Procedure*

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Decatur Police Auxiliary Unit

Standard Operating Procedure 05-001

SUBJECT:	Unit Structure	NO. PAGES:	3
EFFECTIVE DATE:	01-01-2005	AMENDS/REPLACES:	
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PURPOSE

The purpose of this Order is to set forth participation requirements and command structure for the Decatur Police Auxiliary Unit.

POLICY

It shall be the policy of the Decatur Police Auxiliary to maintain the Decatur Police Auxiliary Unit in a high state of training readiness through an active command structure in order to accomplish the Unit's mission of augmenting community services provided by the Decatur Police Department.

I. PARTICIPATION REQUIREMENTS

A. Monthly Meetings/Training Sessions

1. An Auxiliary Officer missing 1 monthly meeting/training session without notifying the training lieutenant or training sergeant will receive a letter of reprimand from the Unit Captain. An Auxiliary Officer missing two monthly meetings/training sessions in a year without notifying the training lieutenant or training sergeant will receive an automatic letter of suspension from the Unit Captain. The officer then has 30 days in which to file a letter of request for waiver of suspension with the Unit Captain. The Police Liaison Sergeant will review such requests.
 - a. Waivers will be granted for demonstrated cause such as employment conflicts or ill health.
 - b. Failure to file for a waiver of suspension after 30 days will result in the officer being dismissed from the Auxiliary Unit.

B. In-Service Hours

1. Failure to maintain the mandatory minimum of 12 in-service hours for two months in succession or three months in a year will result in the letter of suspension. The officer then has 30 days in which to file a letter of request for waiver of suspension with the Unit Captain. The Police Liaison Sergeant will review such requests.
 - a. Waivers will be granted for demonstrated cause such as employment conflicts or ill health.
 - b. Failure to file for a waiver of suspension after 30 days will result in the officer being dismissed from the Auxiliary Unit.

C. "Sign-Up Commitments For Community Events

1. Failure to meet "sign-up commitments without notification to the Auxiliary Command or Decatur Police Department Command will result in a letter of suspension. The officer then has 30 days in which to file a letter of request for waiver of suspension with the Unit Captain. The Police Liaison Sergeant will review such requests.
 - a. Waivers will be granted for demonstrated cause such as employment conflicts or ill health.
 - b. Failure to file for a waiver of suspension after 30 days will result in the officer being dismissed from the Auxiliary Unit.
2. Insubordination or leaving an assigned post without relief or permission may result in an immediate suspension pending dismissal.

- D. All suspensions can be appealed to the Deputy Chief of Police-Patrol Division and the Chief of Police for a hearing.

II. STRUCTURE AND APPOINTMENT OF AUXILIARY COMMAND OFFICERS

- A. The command structure of the Decatur Auxiliary Police shall consist of the Captain who serves as the Unit Commander, four Lieutenants (Community Services, Administrative, Training, Quartermaster) and four Sergeants (Community Services, Administrative, Training, Quartermaster) who supervise squad activity. The Captain will assign all Lieutenants and Sergeants to their positions every two years.
1. The Captain will be appointed from the position of Captain or Lieutenant and serve at the discretion of the Chief of Police for a period not to exceed three years. However, after the end of the three year term, the Captain may request one additional term by resubmitting a letter of application for the position. The appointment will be made by Special Order on the recommendation of the Patrol Deputy Chief and the Police Liaison Sergeant based on the individual's qualifications, job performance, and finally, seniority.
 2. Lieutenants and Sergeants will be appointed after letters of application from interested Auxiliary Officers have been reviewed by the Auxiliary Command staff and their recommendations referred to the Department Liaison Sergeant, the Patrol Deputy Chief, and the Chief of Police.

III. AWARD PROGRAM

- A. Individual Auxiliary Officers committing the highest volume of Event Hours, Events Worked, Total Hours, and 2nd Officer Hours will be recognized annually through certificates of appreciation and plaques.
- B. Seniority Awards will be awarded annually for those officers that have achieved 10, 15, 20, 25, 30, etc. years of service.
- C. Retirement Recognition will be awarded for those officers that have achieved a minimum of 15 years of service.
- D. Exceptional performance in the line of duty will be recognized after submission of requests for commendations by Auxiliary and/or Police Command Officers to the Chief of Police.

IV. "ON-CALL READINESS" PROGRAM

- A. The Auxiliary Administrative Lieutenant will maintain a current list of Auxiliary Officers availability for "on-call" assignments. This list will be located in the Patrol Command Office. A call in of Auxiliary personnel for appropriate assignment can be initiated at the discretion of the Patrol Division Deputy Chief.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-002

SUBJECT:	Discipline	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

POLICY

It is the policy of the Decatur Police Auxiliary to ensure that the discipline of its personnel is consistent, timely, and designed to effectively promote the highest standards of the Auxiliary Unit and of law enforcement.

PROCEDURE

V. GENERAL ADMINISTRATIVE CONSIDERATIONS

A. Responsibility for Discipline

1. The individual Auxiliary member is expected to conduct himself/herself on such a level that serious corrective measures are unnecessary.
 - a. A thorough knowledge of Department policies and procedures is expected to assure this level of professionalism.
 - b. Members are additionally expected to report infractions of the law or of Department policies and procedures in order to ensure that the integrity of the Auxiliary Unit is maintained.
2. Supervisors, because they are held accountable for actions of their subordinates, must be thoroughly familiar with Department policies and procedures and apply the highest ethical concerns to their own work and that of their subordinates. In this area, responsibilities include, but are not necessarily limited to:
 - a. Orientation of new members in Department policies and procedures and expected standards of performance and conduct.
 - b. Implementation of Department policies and procedures; and,
 - c. When necessary, the taking of suitable disciplinary measures to ensure adherence to Department procedures.

B. Disciplinary Action

1. Failure or refusal by an Auxiliary member to comply with Department policies or procedures will result in disciplinary action against the member, which may include termination from duty.
2. Disciplinary action is intended to be corrective.
3. Generally, discipline will be designed to encourage the member to conform to established standards of performance or conduct, except in those instances where the

actions of the member are not conducive to rehabilitation or make continued membership with the Auxiliary Unit clearly unacceptable.

C. Degree of Discipline

1. The discipline to be imposed should be determined on an individual basis, taking into account such factors as the seriousness of the offense and the members record of service to the Department

VI. PROGRESSIVE DISCIPLINARY ACTION

A. Non-Disciplinary Action

1. Oral Reprimand
 - a. An oral warning that some action, lack of action, or level of performance is unacceptable and will result in further disciplinary action if repeated or continued. A note will be placed in the members personnel file concerning the reason for the oral reprimand. This note will remain in the members personnel file for one (1) year.

2. Written Reprimand

- a. A written warning that some action, lack of action or level of performance is unacceptable and will result in further disciplinary action if repeated or continued. The written warning will be placed in the members personnel file.

3. Suspension

- a. The Auxiliary Captain shall impose suspensions. Disposition of the cases will be made after a review by the command staff. The Auxiliary member will be informed of the disposition.

4. Demotion in Rank or Position

5. Discharge from Auxiliary Unit

- a. The permanent termination of a member for just cause. Discharge may occur:
 - a. After progressive discipline has been taken and there is no change in the member's performance or behavior; or
 - b. When an act is committed that is so serious or reflects poorly on the image of the Decatur Police Department that continued service cannot be tolerated.

VII. AUTHORITY AND RESPONSIBILITY FOR DISCIPLINE

A. Auxiliary Captain

1. The Auxiliary Captain is expected to review all reports and evidence submitted prior to making a determination in a disciplinary case. Authority in this area includes:

- a. The review of recommendations for disciplinary actions and taking of such actions as deemed appropriate;
 - b. The sustaining or reduction of the recommended action; or
 - c. Dismissal of the charge.
2. Finding a charge sustained, the Auxiliary Captain may impose one of the following:
- a. Oral reprimand
 - b. Written reprimand to be placed in the members permanent personnel file
 - c. Suspension
 - d. When the Auxiliary Captain determines that a discharge may be warranted, he shall initiate proceedings with the Deputy Chief of Police-Patrol Division and/or the Chief of Police.

VIII. APPEAL PROCEDURES

- A. Upon be notified of the final disposition of a complaint or disciplinary action, the accused member may, upon request, be allowed to review the investigation report.
- B. The Auxiliary member may appeal the disposition or disciplinary action to the total command structure headed by the Auxiliary Captain. This appeal must be initiated within a 30-day period of the action taken. The Auxiliary Captain will make the final decision in this appeal. Termination will be determined by the Deputy Chief-Patrol Division or the Chief of Police.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-003

SUBJECT:	Decatur Police Auxiliary Utilization Guidelines	NO. PAGES:	2
EFFECTIVE DATE:	01-01-2005	AMENDS/REPLACES:	
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PURPOSE

The purpose of this Order is to set forth the guidelines for the community service utilization of the Decatur Police Auxiliary.

POLICY

The Decatur Police Auxiliary Officers shall be assigned duty by the Chief of Police or Deputy Chief of Police-Patrol Division for non-profit or charitable organizations events requiring security, traffic or crowd control.

The Chief of Police or Deputy Chief of Police-Patrol Division may also utilize the Decatur Police Auxiliary Officers for the security of public events such as fairs, runs or walks on city of Decatur streets or any other public events as approved.

All duties shall be completed within the limits of the city of Decatur unless otherwise authorized by the Chief of Police or Deputy Chief of Police-Patrol Division.

All escorts through the city of Decatur shall be done in marked squad cars utilizing both the emergency flashing lights and sirens while escorting.

Requests for Decatur Police Auxiliary shall be made in writing not less than four (4) weeks in advance of their anticipated use to:

Chief of Police Decatur Police Department 333 South Franklin Street Decatur, Illinois 62523	or	Deputy Chief of Police-Patrol Division Decatur Police Department 333 South Franklin Street Decatur, Illinois 62523
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Requests made with less than four (4) weeks notice shall be considered by the Auxiliary community services Lieutenant who will determine if sufficient manpower can be secured in the time allotted. If the community service Lieutenant determines that the Auxiliary cannot honor the request for manpower, he will notify the liaison Sergeant. The liaison Sergeant will in turn either co-ordinate with the Decatur Police Department command to supply regular officers for the detail or inform Decatur Police Department command that the request has been declined due to time and manpower constraints. Decatur Police Department command will then inform the requesting organization that the request cannot be honored.

Under no circumstances shall Decatur Police Auxiliary Officers be utilized in lieu of regular Decatur Police Department Officers for police duties unless specifically authorized by the Chief of Police or Deputy Chief of Police-Patrol Division, or in an emergency, and then only until such time as a regular Decatur Police Department Officer(s) can be dispatched to the scene of the emergency.

Decatur Police Auxiliary Officers can always be utilized in a supporting role as backup officers to regular Decatur Police Department Officers.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-004

SUBJECT:	Training Requirements	NO. PAGES:	3
EFFECTIVE DATE:	01-01-2005	AMENDS/REPLACES:	
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PURPOSE

The purpose of this Procedure is to set forth training requirements so Decatur Police Auxiliary Officers can safely and professionally perform their duties.

POLICY

It shall be the policy of the Decatur Police Auxiliary to maintain the Decatur Police Auxiliary Unit in a high state of training readiness through an active command structure in order to accomplish the Unit's mission of augmenting community services provided by the Decatur Police Department.

IX. DESCRIPTION OF THE PLAN

- A. This training plan includes two parts. The first will cover the initial training to become an auxiliary officer. The second part will cover on-going, or follow-up training. Each part will include training mandated by an external entity, i.e. the state or federal government; training mandated by the Decatur Police Department; and training deemed to be of value by the command of the Decatur Police Auxiliary.

X. TRAINING COMMITTEE

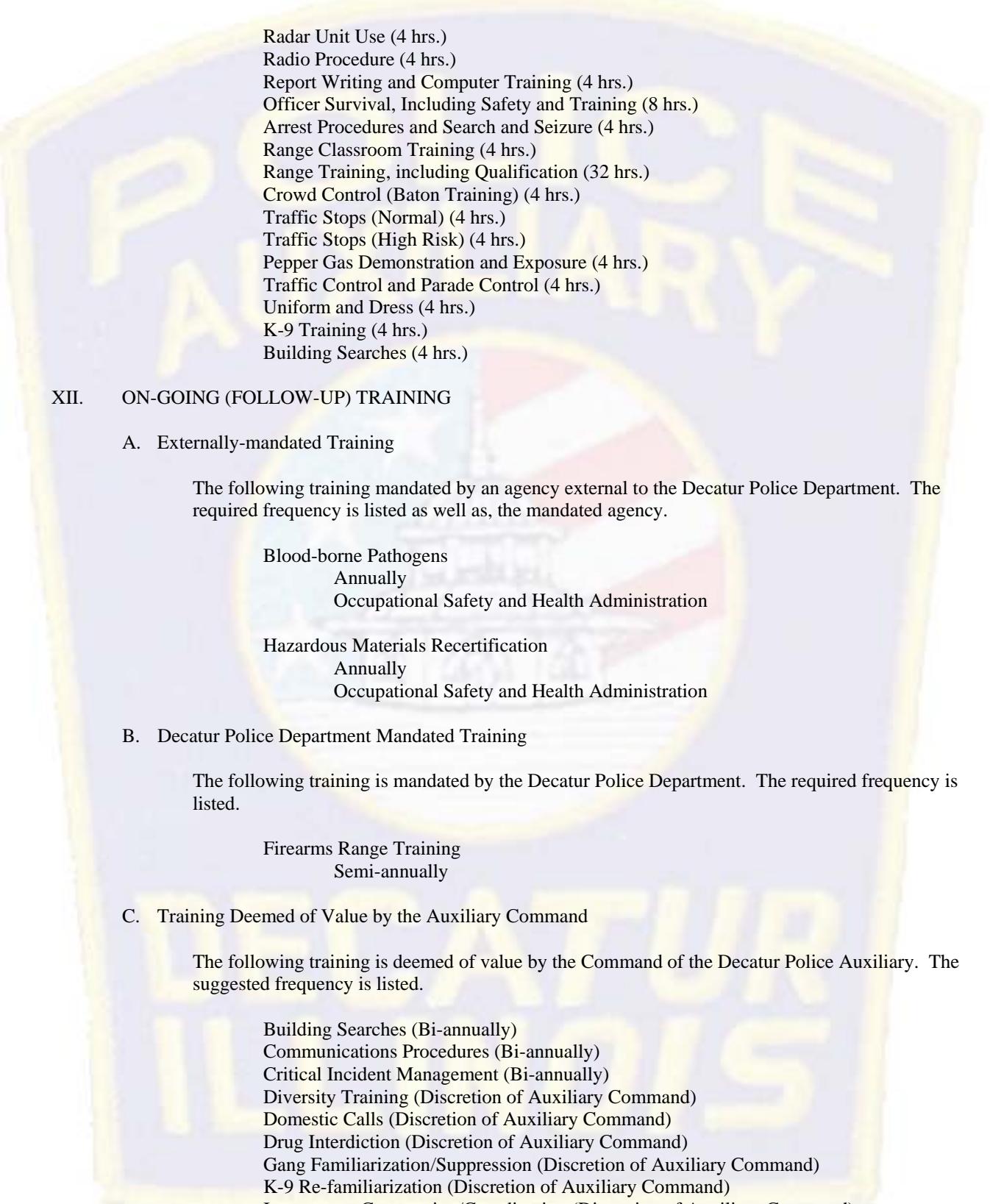
- A. The Training Committee for the auxiliary police unit will be the Captain, the Training Lieutenant, the Administrative Lieutenant, the Community Services Lieutenant, the Quartermaster Lieutenant, the Training Sergeant, and the Liaison Sergeant to the Decatur Police Department. The Training Lieutenant will preside over the Training Committee. The Training Committee will serve as an advisory panel and sounding board for the Training Lieutenant.

XI. INITIAL TRAINING

- A. Initial training will consist of the list of classes at the end of this section. There will be a "no miss" policy for initial training. It is the intent that every prospective auxiliary officer will complete every class to become a sworn auxiliary officer. Only at the discretion of the Captain, may a prospective auxiliary officer miss, or make-up a class.

The initial training will include the following classes with the duration of each:

- Orientation (4 hrs.)
- Criminal Code (16 hrs.)
- Illinois Vehicle Code (12 hrs.)
- Drug Identification (4 hrs.)
- Detective/Juvenile Operations (4 hrs.)
- Pressure Point Control Tactics (16 hrs.)
- DUI/Breathalyzer/PBT/Zero Tolerance (4 hrs.)
- Use of Force (Department Policy/Use of Force Scale) (4 hrs.)
- Haz-Mat (4 hrs.)
- Accident Investigation (4 hrs.)



Radar Unit Use (4 hrs.)
Radio Procedure (4 hrs.)
Report Writing and Computer Training (4 hrs.)
Officer Survival, Including Safety and Training (8 hrs.)
Arrest Procedures and Search and Seizure (4 hrs.)
Range Classroom Training (4 hrs.)
Range Training, including Qualification (32 hrs.)
Crowd Control (Baton Training) (4 hrs.)
Traffic Stops (Normal) (4 hrs.)
Traffic Stops (High Risk) (4 hrs.)
Pepper Gas Demonstration and Exposure (4 hrs.)
Traffic Control and Parade Control (4 hrs.)
Uniform and Dress (4 hrs.)
K-9 Training (4 hrs.)
Building Searches (4 hrs.)

XII. ON-GOING (FOLLOW-UP) TRAINING

A. Externally-mandated Training

The following training mandated by an agency external to the Decatur Police Department. The required frequency is listed as well as, the mandated agency.

Blood-borne Pathogens
Annually
Occupational Safety and Health Administration

Hazardous Materials Recertification
Annually
Occupational Safety and Health Administration

B. Decatur Police Department Mandated Training

The following training is mandated by the Decatur Police Department. The required frequency is listed.

Firearms Range Training
Semi-annually

C. Training Deemed of Value by the Auxiliary Command

The following training is deemed of value by the Command of the Decatur Police Auxiliary. The suggested frequency is listed.

Building Searches (Bi-annually)
Communications Procedures (Bi-annually)
Critical Incident Management (Bi-annually)
Diversity Training (Discretion of Auxiliary Command)
Domestic Calls (Discretion of Auxiliary Command)
Drug Interdiction (Discretion of Auxiliary Command)
Gang Familiarization/Suppression (Discretion of Auxiliary Command)
K-9 Re-familiarization (Discretion of Auxiliary Command)
Interagency Cooperation/Coordination (Discretion of Auxiliary Command)
Pressure Point Control Tactics Refresher (Discretion of Auxiliary Command)
Pursuit Driving (Discretion of Auxiliary Command)
Simunitions (Discretion of Auxiliary Command)

Terrorism Training (Discretion of Auxiliary Command)
Traffic Stops/Felony Stops (Bi-annually)
Verbal Judo (Bi-annually)
Use of Force (Bi-annually)
Wearing the Uniform (Bi-annually)
Weapons Retention Training (Bi-annually)
Weather Spotter Training (Discretion of Auxiliary Command)

XIII. Instructors

The Training Lieutenant, in all instances, will coordinate through the Decatur Police Professional Standards Sergeant for instructors. At other times, he will coordinate with Central Illinois Regional Commission for Law Enforcement, or any other applicable agency, i.e. the Decatur Fire Department.

XIV. Provisions for Review and Revision

- A. Review of this plan will be accomplished using the following criteria. A general overall review will be completed annually. This review will place greater emphasis on on-going (follow-up) training and will generate the tentative training schedule for the following calendar year. A more specific review will be completed prior to the start of a new initial training class. This review will address the content of training to be administered to the new class. The Training Committee led by the Training Lieutenant will conduct these reviews.
- B. Revision of this plan will be as required based on the findings of the above reviews and at the discretion of the Captain.
- C. The auxiliary command will review near-term training at each monthly command meeting and recommend changes to training schedules to meet the immediate needs of the auxiliary officers. The Training Lieutenant will coordinate those changes.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-005

SUBJECT:	Administrative Division Policy	NO. PAGES:	2
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PURPOSE

The purpose of this Procedure is to set forth the policy for the Decatur Police Auxiliary Administrative Division.

POLICY

The Decatur Police Auxiliary Administrative Division shall consist of an Administrative Lieutenant who reports directly to the Auxiliary Unit Captain. An Auxiliary unit Sergeant will be assigned to the Division and will assist the Lieutenant with the Division responsibilities as delegated by the Administrative Lieutenant.

The Administrative Division will be responsible for the following duties:

XV. PROVIDE ASSISTANCE TO THE UNIT CAPTAIN

- A. Provide a monthly report detailing hour and stat records to the Unit Captain.
- B. Provide an annual report detailing hour and stat records to the Unit Captain.
- C. Provide an annual report of the state of affairs of the Administrative Division.
- D. Notify the Unity Captain of performance deficiencies identified through hour and stat record maintenance.
- E. Prepare and submit a budget impact statement for the Administrative Division to the Auxiliary Unit Captain by October 1 of each year for the following fiscal year.

XVI. MAINTAIN AUXILIARY UNIT RECORD ARCHIVE AND PERSONNEL FILES

- A. Officer Personnel Files
- B. Application
- C. Coordinate the provisions of identification cards, parking permits, and building entry pin numbers for current officers and new recruits.
- D. Performance Evaluation
- E. Disciplinary Action
- F. Written Warning
- G. Matter of Record
- H. Commendations
- I. Develop and coordinate a database for storage of unit records and personnel files
 - 1. Unit Roster
 - 2. Officer Hours
 - 3. Staff Development/Support Structure
 - 4. Job Descriptions
 - a. Captain
 - b. Lieutenant
 - c. Sergeant
 - d. Patrol Officer
 - 5. Applications

6. Unit forms

XVII. UNIT COMMUNICATION

- A. Newsletter
- B. Meeting Minutes

XVIII. COORDINATE THE ANNUAL AUXILIARY AWARDS BANQUET

XIX. ASSIST WITH THE AUXILIARY UNIT RECRUITING EFFORT

XX. ASSIST WITH THE DEVELOPMENT OF AUXILIARY UNIT SQUAD 3

XXI. GENERAL ORDER/STANDARD OPERATING PROCEDURE

XXII. PROVIDE THE DECATUR POLICE DEPARTMENT ADMINISTRATIVE DIVISION WITH NECESSARY RECORDS AND INFORMATION REGARDING THE AUXILIARY UNIT

XXIII. MAINTAIN THE AUXILIARY UNIT WEBSITE OR ASSIGN APPROPRIATE PERSONNEL TO PERFORM THIS DUTY.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-006

SUBJECT:	Uniform and Equipment Specifications	NO. PAGES:	5
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PURPOSE

The purpose of this Procedure is to set forth uniform and equipment specifications for sworn Auxiliary personnel.

POLICY

It is the policy of the Decatur Police Department to require standards of dress commensurate with the image of professionalism desired of its members.

The public's opinion of the quality of police service and overall ability of individual officers is influenced to a great degree by the appearance of the uniform. The City of Decatur, in striving to assist the Decatur Police Department in gaining the respect it deserves, allocates funds for the specific purpose of maintaining the uniform in good, serviceable condition.

PROCEDURE

XXIV. UNIFORM AND EQUIPMENT ISSUED BY DEPARTMENT

- The Decatur Police Department will issue the following list of uniforms and equipment to each Auxiliary officer. These uniforms and equipment shall be returned to the Decatur Police Department upon separation from the Auxiliary Unit.

Qty	Item	Qty	Item
1	Badge	1	Officer nameplate
1	Identification card	1	Duty belt
1	Parking pass	1	Duty holster
1	Operating Procedure Manual	1	Pair handcuffs with key
2	Pairs uniform pants	1	Handcuff case
2	Winter uniform shirts	1	OC Spray & holder
2	Summer uniform shirts	1	Expandable baton & holder
1	Uniform hat	1	Magazine holder
1	Uniform tie	1	Sterilized gloves with pouch
2	DPD Collar brass (patrolman only)	1	Raincoat
2	AUX Collar brass (patrolman only)	1	Rain hat cover
2	Rank insignia collar brass (command only)	1	Fluorescent safety vest
	Duty ammunition		

XXV. UNIFORM REGULATION

- All officers assigned to the Decatur Police Auxiliary Unit shall maintain in good order, a regulation issue of uniforms.

- B. The Uniform shall be worn at all times during duty hours unless otherwise directed.
- C. The uniform will not be worn while performing any personal undertaking or activity, which would detract from the dignity of the department.
- D. The uniform or parts thereof shall not be worn together with civilian clothes.
- E. The summer uniform shall be worn from April 1 through September 30, with the option to wear summer or winter uniform October 1 through October 31 of each year. The winter uniform shall be worn from November 1 through February 28, with the option to wear summer or winter uniform March 1 through March 31 of each year. The Patrol Division Deputy Chief may alter these dates by memorandum to accommodate irregularity in seasons. The summer uniform is defined as short sleeve shirts, pants, summer hat, windbreaker, jacket, optional Blauer Jacket, and option leather coat when worn without liner or fur collar. The winter uniform is defined as long sleeve shirts, pants, tie, car coat, optional leather jacket with or without the fur collar, "Ike jacket, winter hat, "trooper" style hat, optional sweater, optional mock turtle neck, and optional Blauer Jacket. The winter and summer uniform shall not be mixed.
- F. Unauthorized article of uniform clothing shall not be worn by any officer unless he has received written permission from the Chief of Police. No article of uniform clothing, except for leather gear, privately purchased may be worn unless it meets the specific specifications on file with the Decatur Police Department.
- G. The Department may authorize clothing or equipment to be worn by the officer not purchased by the Department. This "optional" clothing, to be considered authorized, must meet the specifications for optional clothing equipment maintained by the Police Department. Optional clothing is purchased and maintained by the individual officer. The optional clothing must be worn in accordance with the seasonal required uniform.

XXVI. APPEARANCE OF THE UNIFORM

- A. Hat
 - 1. The issued uniform cap shall be worn "straight-away" and in a military manner. It shall not be "cocked" forward or backward on the head.
 - 2. The uniform cap shall be worn during parades and other designated events. The Chief of Police may designate for special occasion, a "uniform of the day" which may require the wearing of the uniform cap as part of the designated uniform.
 - 3. Plastic hat covers may be worn over the uniform cap during inclement weather.
- B. Shirts
 - 1. A shoulder patch in the approved design shall be worn on both sleeves. This patch shall be centered and located 1/2 inch below the shoulder seam.
 - 2. The winter shirt shall be completely buttoned at all times and shall be kept cleaned and pressed.
 - 3. The summer shirt shall be completely buttoned except for the collar button and shall be kept cleaned and pressed.
 - 4. Pocket flaps shall be buttoned at all times. Pockets shall not be "loaded" with items to give them a bulging appearance.

C. Ties and Tie Clasps

1. Only department issued ties and authorized tie clasps shall be worn.
2. The tie shall be worn at all times when a long sleeve shirt is worn.

D. Whistle

1. The whistle should be placed inside the right breast pocket.
2. A whistle chain is not permitted.

E. Name Plate

1. Officers assigned to the Auxiliary Unit shall wear an issued identification badge on the shirt at all times. It shall also be worn on all outer uniform garments with the exception of the car coat and windbreaker. The identification badge shall be centered and worn along the top seam of the right pocket. Only identification Badge attachments authorized by the Chief of Police may be worn. Marksmanship badges and "serving since" badges are authorized.

F. Badge

1. The badge shall be worn directly above the left breast pocket and centered with the bottom of the badge no further than 1/4 inch from the top seam of the pocket.
2. Only badges issued or approved by the Chief of Police may be worn.
3. The badge shall be always worn on the outer garment.

G. Sam Brown Belt

1. The Sam Brown Belt shall be worn at all times while in uniform.
2. When wearing the car coat or the uniform jacket unbuttoned, the Sam Brown belt shall be worn under the car coat or uniform jacket.
3. The Sam Brown belt will be kept polished and serviceable.

H. Handcuff Case, Cartridge and Holster

1. For the right-handed person, the holster should be worn on the right side of the belt. For the left-handed person, the holster shall be worn on the left side of the belt. Cartridge cases, magazine pouch, speed loaders and handcuff cases may be positioned at the officer's discretion.

I. Coats

1. Only uniform coats authorized by the Chief of Police may be worn.
2. Winter coats are to be worn with the winter uniform. Winter coats are defined as car coat, Ike jacket, Gortex windbreaker, and optional leather coat. Only issued liners may be worn with any coat.

3. Summer coats may be worn with the summer uniform. Summer coats are defined as the nylon windbreaker, Gortex windbreaker, and optional leather coat, when worn without the liner and/or fur collar.

J. Wearing of the Collar Insignia for Uniform Personnel

1. The collar insignia shall be affixed to the collar, centered and 1/2 inch from the front seam, perpendicular to the bottom of the neckline.
2. Auxiliary Patrol officers shall wear the DPD insignia on the left collar and the AUX insignia on the right collar as described in paragraph I.
3. Auxiliary Command and supervisory officers shall wear the rank insignia on the left and right collar as described in paragraph I.

K. Service Emblem

1. Gold emblems for Command Officers and silver emblems for other personnel are authorized.
2. One (1) Hash Mark represents 4 years of service.
3. Each Hash Mark or series of Hash Marks shall be worn parallel to an 1 inch above the cuff on the left sleeve of the Winter Shirt/Coat sleeve. The left edge of the Hash Mark shall coincide with the crease of the shirt/coat sleeve.
4. As additional Hash Marks are earned, the previous set shall be removed and a new continuous set shall be added in their place.
5. Service Ribbons (7 maximum)

L. Trousers

1. Trousers shall be kept clean and pressed. Particular attention shall be given to "wear spots" on the pockets and to gaping seems. The length of all trousers shall meet the top of the shoes. Pockets shall not be "loaded" with items to give a bulging appearance.

M. Footwear of Uniform Personnel

1. Shoes
 - a. Plain toe black lace-type oxfords are suggested. Shoes worn shall be black, maintain a high gloss shine and kept in good repair at all times.
 - b. Plain toe black boots may be worn if they have round toes and walking heels. Boots shall be free from ornamental and/or decorative stitching. All boots shall be able to be shined and shall maintain a high gloss and kept in good repair at all times.
2. The following three types of rubber footwear may be worn, any of which will constitute regulation:
 - a. Regular rubbers
 - b. 10 inch zipper overshoes

When the 10-inch zipper overshoe is worn with the slacks, the slacks will be worn outside the boot. They will be zipped to the top.

- c. Four buckle overshoe
 - d. All three types must be solid black in color and in good condition.
3. Socks
- a. Socks will be dark blue or black and shall be worn in such a manner as to present a neat and well-groomed appearance.
- N. Replacement of Equipment
- 1. Police personnel are responsible for replacing uniforms and equipment as necessary. Damaged or deficient uniforms and equipment shall be submitted along with the necessary forms to the administrative office for replacement.
 - 2. Before replacement equipment can be authorized, it must be determined that the existing equipment is deficient. This determination is to be made by the Sergeant of the officer concerned.
 - 3. All personnel will process their request through their squad Sergeant who will forward the request to the Quartermaster Lieutenant. In the event the Quartermaster Lieutenant is unavailable, the Quartermaster Sergeant may process the request.

O. Gloves

- 1. Black or navy gloves may be worn with the winter uniform during cold or inclement weather. Departmental issued rubber gloves or optional gloves designed and worn for protection from environmental and physically transmitted diseases and meeting Divisional specifications may be worn with the winter uniform. Only departmental issued rubber gloves or optional gloves designed and worn for protection from environmental and physically transmitted diseases and meeting Divisional specifications may be worn with the summer uniform.

P. Rainwear

- 1. Only issued rainwear is permitted for uniform personnel. Only a badge is permitted to be worn on the raincoat.

Q. Jewelry

- 1. Only one ring may be worn on each hand. (A combination wedding band and engagement ring is considered one ring. A ring worn to make a pistol function is not considered as a ring.)
- 2. Only one watch may be worn on the arm.
- 3. Necklaces must be worn in such a manner that they are not visible. The only exception is a Medical Alert necklace.
- 4. Officers while on duty or in uniform shall not wear earrings. Bracelets may be worn if they are not visible. The only exception is a Medical Alert bracelet.

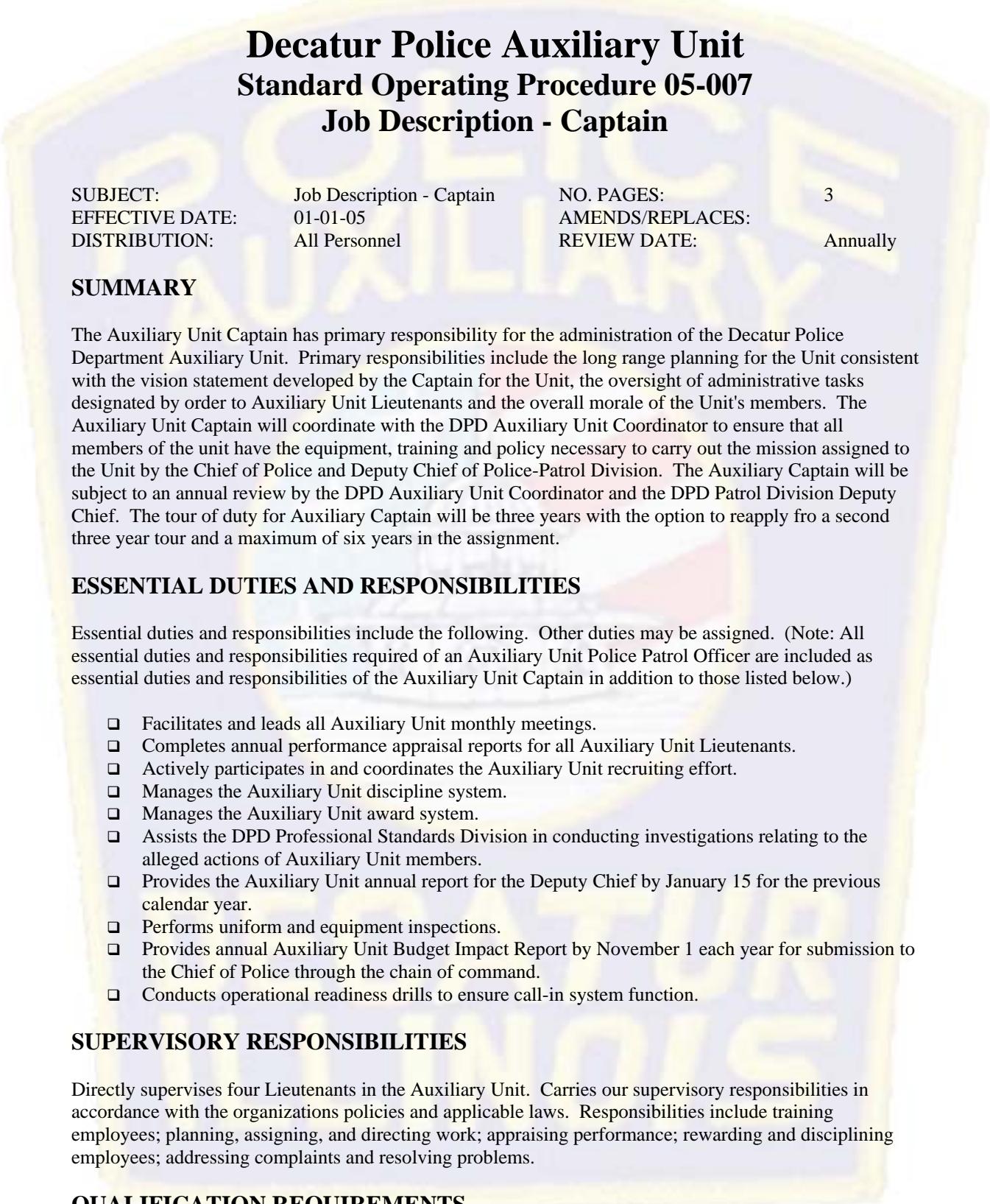
R. Undershirts

1. Wearing of an undershirt or T-shirt under the uniform shirt is optional. When worn, the undershirt or T-shirt shall be white or dark in color, navy blue or black.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police



Decatur Police Auxiliary Unit

Standard Operating Procedure 05-007

Job Description - Captain

SUBJECT:	Job Description - Captain	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Auxiliary Unit Captain has primary responsibility for the administration of the Decatur Police Department Auxiliary Unit. Primary responsibilities include the long range planning for the Unit consistent with the vision statement developed by the Captain for the Unit, the oversight of administrative tasks designated by order to Auxiliary Unit Lieutenants and the overall morale of the Unit's members. The Auxiliary Unit Captain will coordinate with the DPD Auxiliary Unit Coordinator to ensure that all members of the unit have the equipment, training and policy necessary to carry out the mission assigned to the Unit by the Chief of Police and Deputy Chief of Police-Patrol Division. The Auxiliary Captain will be subject to an annual review by the DPD Auxiliary Unit Coordinator and the DPD Patrol Division Deputy Chief. The tour of duty for Auxiliary Captain will be three years with the option to reapply from a second three year tour and a maximum of six years in the assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. (Note: All essential duties and responsibilities required of an Auxiliary Unit Police Patrol Officer are included as essential duties and responsibilities of the Auxiliary Unit Captain in addition to those listed below.)

- Facilitates and leads all Auxiliary Unit monthly meetings.
- Completes annual performance appraisal reports for all Auxiliary Unit Lieutenants.
- Actively participates in and coordinates the Auxiliary Unit recruiting effort.
- Manages the Auxiliary Unit discipline system.
- Manages the Auxiliary Unit award system.
- Assists the DPD Professional Standards Division in conducting investigations relating to the alleged actions of Auxiliary Unit members.
- Provides the Auxiliary Unit annual report for the Deputy Chief by January 15 for the previous calendar year.
- Performs uniform and equipment inspections.
- Provides annual Auxiliary Unit Budget Impact Report by November 1 each year for submission to the Chief of Police through the chain of command.
- Conducts operational readiness drills to ensure call-in system function.

SUPERVISORY RESPONSIBILITIES

Directly supervises four Lieutenants in the Auxiliary Unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Initial

applications for the position of Auxiliary Unit Captain will be accepted from Auxiliary Unit Lieutenants only. If no Auxiliary Unit Lieutenants requests promotion, the Deputy Chief, with input from the Auxiliary Unit Coordinator, may recommend any other member of the DPD Auxiliary Unit to the Chief of Police for promotion to the position of Auxiliary Unit Captain.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A.) from four-year college or university is desirable; a high school diploma/G.E.D. certificate (or current minimum standard for entry level patrol officer) is required.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence. Ability to write effective employee evaluation/appraisals and staff reports to division administrator. Ability to write clear and concise policy recommendations and regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions. Ability to make decisions based on statute, case law, policy and other considerations not specifically listed in pre-defined manual orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet basic requirements listed in the Decatur Police Department Auxiliary Unit Officer job description.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS), word processing, spreadsheet, and database functions adopted for use by the Auxiliary Unit.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

PHYSICAL DEMANDS

While performing the duties of this job, the Captain is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Captain frequently is required to stand and sit. The Captain is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Captain must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the Captain occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-008

Job Description - Community Services Lieutenant

SUBJECT:	Job Description – Community Services Lieutenant	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Auxiliary Unit Community Services Lieutenant has primary responsibility for the management of operational aspects of the Auxiliary Unit. Operational management includes special events coordination and staffing and the coordination of Auxiliary Unit deployment during disasters. The Auxiliary Unit Community Services Lieutenant has secondary responsibility for supervision of Auxiliary Unit Squad 1 during major Unit callouts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. (Note: All essential duties and responsibilities required of an Auxiliary Unit Police Patrol Officer are included as essential duties and responsibilities of the Auxiliary Unit Community Services Lieutenant in addition to those listed below.)

- Maintain the monthly duty roster for event staffing.
- Receives the PM from DPD Admin to initiate event coordination.
- Contacts Auxiliary Unit duty Sergeant for each event.
- Meets with or contacts event contact person to facilitate coordination of the event.
- Coordinates with DPD Special Events Sergeant for Auxiliary Unit deployment at major events.
- Maintains the Auxiliary Unit special event archive record.
- Coordinates with DPD incident command for the deployment of the Auxiliary Unit during disasters.
- Manages the Auxiliary Unit squad system.
- Staffs Auxiliary Unit squads.
- Evaluates Auxiliary Unit Officers with input from Auxiliary Unit Sergeants and command staff.
- Evaluates Auxiliary Unit Sergeants with input from Auxiliary Unit command staff.
- Assists with the Auxiliary Unit recruiting effort.
- Assists with the staff development of Auxiliary unit Sergeant for Squad 1.

SUPERVISORY RESPONSIBILITIES

Directly supervises four Auxiliary Unit Sergeant squad leaders. Has backup supervisory responsibilities for Auxiliary Unit Squad 1, consisting of seven Auxiliary Officers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A.) from four year college or university is desirable; a high school diploma/G.E.D. certificate (or current minimum standard for entry level patrol officer) is required.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence. Ability to write effective employee evaluation/appraisals and staff reports to division administrator. Ability to write clear and concise policy recommendations and regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions. Ability to make decisions based on statute, case law, policy and other considerations not specifically listed in pre-defined manual orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet basic requirements listed in the Decatur Police Department Auxiliary Unit Officer job description.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS), word processing, spreadsheet, and database functions adopted for use by the Auxiliary Unit.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

PHYSICAL DEMANDS

While performing the duties of this job, the Community Services Lieutenant is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Community Services

Lieutenant frequently is required to stand and sit. The Community Services Lieutenant is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Community Services Lieutenant must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the Community Services Lieutenant occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-009

Job Description - Training Lieutenant

SUBJECT:	Job Description – Training Lieutenant	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Auxiliary Unit Training Lieutenant has primary responsibility for the management of the training of the Auxiliary Unit. Training management includes identifying training needs, coordination of the delivery of training and the coordination of training record maintenance. The Auxiliary Unit Training Lieutenant has secondary responsibility for supervision of Auxiliary Unit Squad 2 during major Unit callouts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. (Note: All essential duties and responsibilities required of an Auxiliary Unit Police Patrol Officer are included as essential duties and responsibilities of the Auxiliary Unit Training Lieutenant in addition to those listed below.)

- Conducts annual training needs assessment for the Auxiliary Unit.
- Coordinates the delivery of all Auxiliary Unit monthly training sessions.
- Coordinates with DPD Professional Standards Division for the development and delivery of Auxiliary Unit basic training classes.
- Coordinates the delivery of all Auxiliary Unit special training.
- Manages and compiles training record data and forwards complete training record information to the Auxiliary Unit Administrative Lieutenant and the DPD Professional Standards Lieutenant.
- Assists with the Auxiliary Unit recruiting effort.
- Assists with the staff development of Auxiliary Unit Sergeant for Squad 2.
- Prepares a budget impact statement for training for the Auxiliary Unit Captain by October 1 of each year for the following fiscal year.

SUPERVISORY RESPONSIBILITIES

Directly supervises Auxiliary Unit Officers, supervisors, and command staff while participating in training. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Has backup supervisory responsibilities for Auxiliary Unit Squad 2, consisting of seven Auxiliary Officers. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A.) from four-year college or university is desirable; a high school diploma/G.E.D. certificate (or current minimum standard for entry level patrol officer) is required.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence. Ability to write effective employee evaluation/appraisals and staff reports to division administrator. Ability to write clear and concise policy recommendations and regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions. Ability to make decisions based on statute, case law, policy and other considerations not specifically listed in pre-defined manual orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet basic requirements listed in the Decatur Police Department Auxiliary Unit Officer job description.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS), word processing, spreadsheet, and database functions adopted for use by the Auxiliary Unit.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

PHYSICAL DEMANDS

While performing the duties of this job, the Training Lieutenant is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Training Lieutenant frequently is required to stand and sit. The Training Lieutenant is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Training Lieutenant must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the Training Lieutenant occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-010

Job Description - Administrative Lieutenant

SUBJECT:	Job Description – Administrative Lieutenant	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Auxiliary Unit Administrative Lieutenant has primary responsibility for the management of the administration of the Auxiliary Unit. Administration management includes the maintenance of Unit personnel files, Unit records and the Unit newsletter. The Auxiliary Unit Administrative Lieutenant has secondary responsibility for supervision of Auxiliary Unit Squad 3 during major Unit callouts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. (Note: All essential duties and responsibilities required of an Auxiliary Unit Police Patrol Officer are included as essential duties and responsibilities of the Auxiliary Unit Administrative Lieutenant in addition to those listed below.)

- Maintain Auxiliary Unit record archive and personnel files.
- Maintain Auxiliary Unit roster.
- Provides updated Auxiliary Unit call-in roster for DPD.
- Coordinates the provision of ID cards, parking passes and PIN's for new recruits.
- Develops and maintains the Auxiliary Unit Web site.
- Coordinates the Unit hours and stats record system.
- Provides a monthly report detailing hour and stat records to the Auxiliary Unit Captain.
- Provides an annual report detailing hour and stat records to the Auxiliary Unit Captain.
- Coordinates the annual Auxiliary Unit Awards Banquet.
- Notifies the Unit Captain of performance deficiencies identified through hour and stat record maintenance.
- Assists with the Auxiliary Unit recruiting effort.
- Assists with the staff development of Auxiliary Unit Sergeant for Squad 3.
- Prepares a budget impact statement for administration for the Auxiliary Unit Captain by October 1 of each year for the following fiscal year.

SUPERVISORY RESPONSIBILITIES

Has no primary direct supervisory responsibility. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Has backup supervisory responsibilities for Auxiliary Unit Squad 3, consisting of six Auxiliary Officers. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A.) from four-year college or university is desirable; a high school diploma/G.E.D. certificate (or current minimum standard for entry level patrol officer) is required.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence. Ability to write effective employee evaluation/appraisals and staff reports to division administrator. Ability to write clear and concise policy recommendations and regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions. Ability to make decisions based on statute, case law, policy and other considerations not specifically listed in pre-defined manual orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet basic requirements listed in the Decatur Police Department Auxiliary Unit Officer job description.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS), word processing, spreadsheet, and database functions adopted for use by the Auxiliary Unit.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

PHYSICAL DEMANDS

While performing the duties of this job, the Administrative Lieutenant is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Administrative Lieutenant

frequently is required to stand and sit. The Administrative Lieutenant is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Administrative Lieutenant must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the Administrative Lieutenant occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police

Decatur Police Auxiliary Unit

Standard Operating Procedure 05-011

Job Description - Quartermaster Lieutenant

SUBJECT:	Job Description – Quartermaster Lieutenant	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Auxiliary Unit Quartermaster Lieutenant has primary responsibility for the management of the uniforms and equipment of the Auxiliary Unit. Uniform and equipment management includes the maintenance of Unit equipment inventories and all matters related to the issues, collection, and inventory of Unit uniforms. The Auxiliary Unit Quartermaster Lieutenant has secondary responsibility for supervision of Auxiliary Unit Squad 4 during major Unit callouts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. (Note: All essential duties and responsibilities required of an Auxiliary Unit Police Patrol Officer are included as essential duties and responsibilities of the Auxiliary Unit Quartermaster Lieutenant in addition to those listed below.)

- Coordinates with the DPD Auxiliary Unit Coordinator and the DPD Property/Evidence Officer for the ordering of Auxiliary Unit uniforms and equipment.
- Conducts an annual inventory of Auxiliary Unit equipment and uniform stores.
- Issues new or replacement uniforms and/or equipment as necessary.
- Receives uniforms and equipment returned to the Unit for any reason.
- Prepares an annual uniform and equipment inventory/survey report for the Auxiliary Unit Captain by October 1 of each year.
- Prepares a budget impact statement for training for the Auxiliary Unit Captain by October 1 of each year for the following fiscal year.
- Assists with the Auxiliary Unit recruiting effort.
- Assists with the staff development of Auxiliary Unit Sergeant for Squad 4.

SUPERVISORY RESPONSIBILITIES

Directly supervises Auxiliary Unit Officers, supervisors, and command staff while participating in training. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Has backup supervisory responsibilities for Auxiliary Unit Squad 2, consisting of seven Auxiliary Officers. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A.) from four-year college or university is desirable; a high school diploma/G.E.D. certificate (or current minimum standard for entry level patrol officer) is required.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence. Ability to write effective employee evaluation/appraisals and staff reports to division administrator. Ability to write clear and concise policy recommendations and regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions. Ability to make decisions based on statute, case law, policy and other considerations not specifically listed in pre-defined manual orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet basic requirements listed in the Decatur Police Department Auxiliary Unit Officer job description.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS), word processing, spreadsheet, and database functions adopted for use by the Auxiliary Unit.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

PHYSICAL DEMANDS

While performing the duties of this job, the Quartermaster Lieutenant is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Quartermaster Lieutenant frequently is required to stand and sit. The Quartermaster Lieutenant is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Quartermaster Lieutenant must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

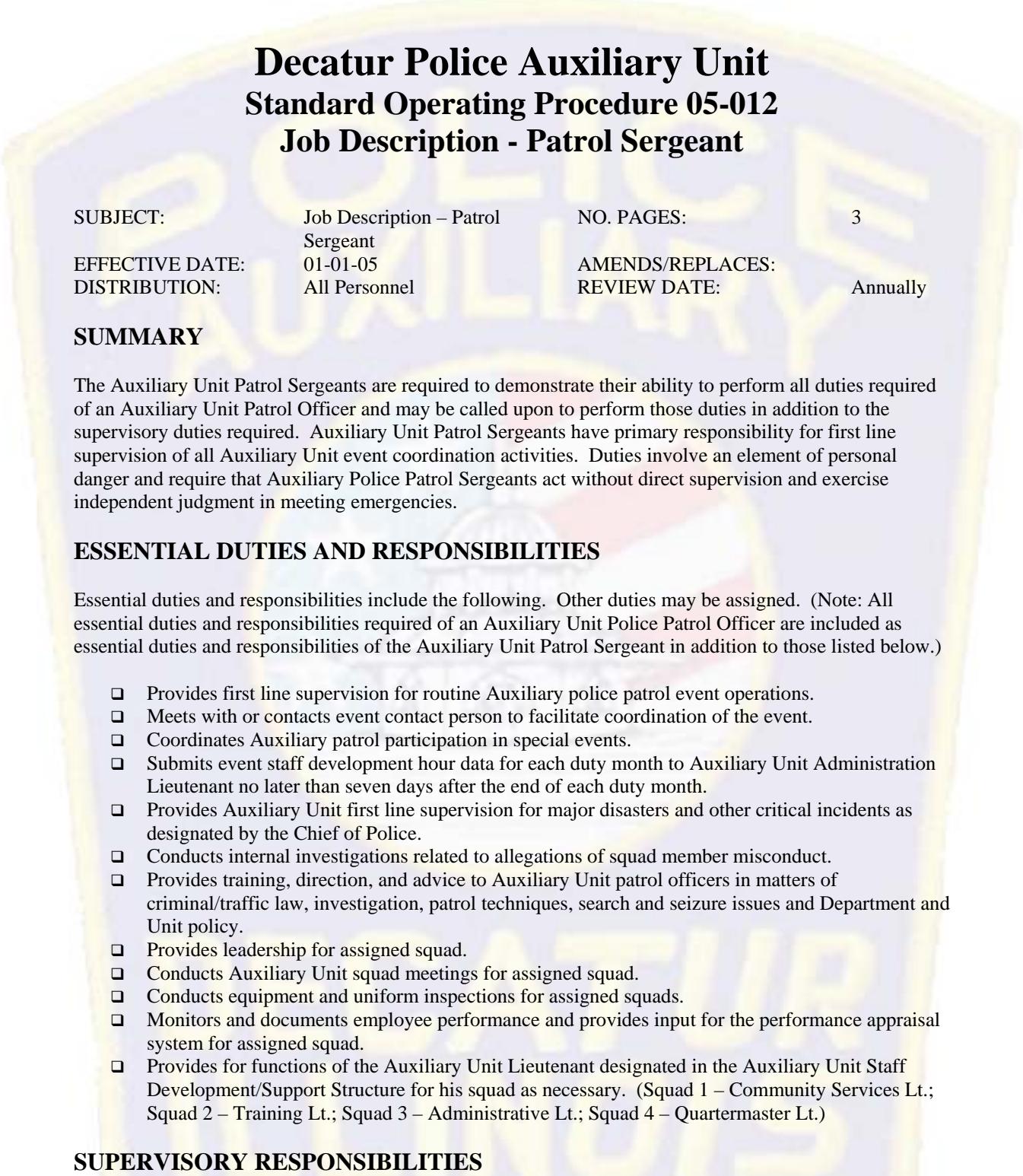
WORK ENVIRONMENT

While performing the duties of this job, the Quartermaster Lieutenant occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police



Decatur Police Auxiliary Unit

Standard Operating Procedure 05-012

Job Description - Patrol Sergeant

SUBJECT:	Job Description – Patrol Sergeant	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Auxiliary Unit Patrol Sergeants are required to demonstrate their ability to perform all duties required of an Auxiliary Unit Patrol Officer and may be called upon to perform those duties in addition to the supervisory duties required. Auxiliary Unit Patrol Sergeants have primary responsibility for first line supervision of all Auxiliary Unit event coordination activities. Duties involve an element of personal danger and require that Auxiliary Police Patrol Sergeants act without direct supervision and exercise independent judgment in meeting emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned. (Note: All essential duties and responsibilities required of an Auxiliary Unit Police Patrol Officer are included as essential duties and responsibilities of the Auxiliary Unit Patrol Sergeant in addition to those listed below.)

- Provides first line supervision for routine Auxiliary police patrol event operations.
- Meets with or contacts event contact person to facilitate coordination of the event.
- Coordinates Auxiliary patrol participation in special events.
- Submits event staff development hour data for each duty month to Auxiliary Unit Administration Lieutenant no later than seven days after the end of each duty month.
- Provides Auxiliary Unit first line supervision for major disasters and other critical incidents as designated by the Chief of Police.
- Conducts internal investigations related to allegations of squad member misconduct.
- Provides training, direction, and advice to Auxiliary Unit patrol officers in matters of criminal/traffic law, investigation, patrol techniques, search and seizure issues and Department and Unit policy.
- Provides leadership for assigned squad.
- Conducts Auxiliary Unit squad meetings for assigned squad.
- Conducts equipment and uniform inspections for assigned squads.
- Monitors and documents employee performance and provides input for the performance appraisal system for assigned squad.
- Provides for functions of the Auxiliary Unit Lieutenant designated in the Auxiliary Unit Staff Development/Support Structure for his squad as necessary. (Squad 1 – Community Services Lt.; Squad 2 – Training Lt.; Squad 3 – Administrative Lt.; Squad 4 – Quartermaster Lt.)

SUPERVISORY RESPONSIBILITIES

Directly supervises 6 to 7 Auxiliary Unit Patrol Officers assigned to squad in the Auxiliary Unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Bachelor's degree (B.A.) from four-year college or university is desirable; a high school diploma/G.E.D. certificate (or current minimum standard for entry level patrol officer) is required.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence. Ability to write effective employee evaluation/appraisals and staff reports to division administrator. Ability to write clear and concise policy recommendations and regulations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions. Ability to make decisions based on statute, case law, policy and other considerations not specifically listed in pre-defined manual orders.

CERTIFICATES, LICENSES, REGISTRATIONS

Must meet basic requirements listed in the Decatur Police Department Auxiliary Unit Officer job description.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS), word processing, spreadsheet, and database functions adopted for use by the Auxiliary Unit.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

PHYSICAL DEMANDS

While performing the duties of this job, the Patrol Sergeant is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Patrol Sergeant frequently is required to stand and sit. The Patrol Sergeant is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Patrol Sergeant must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

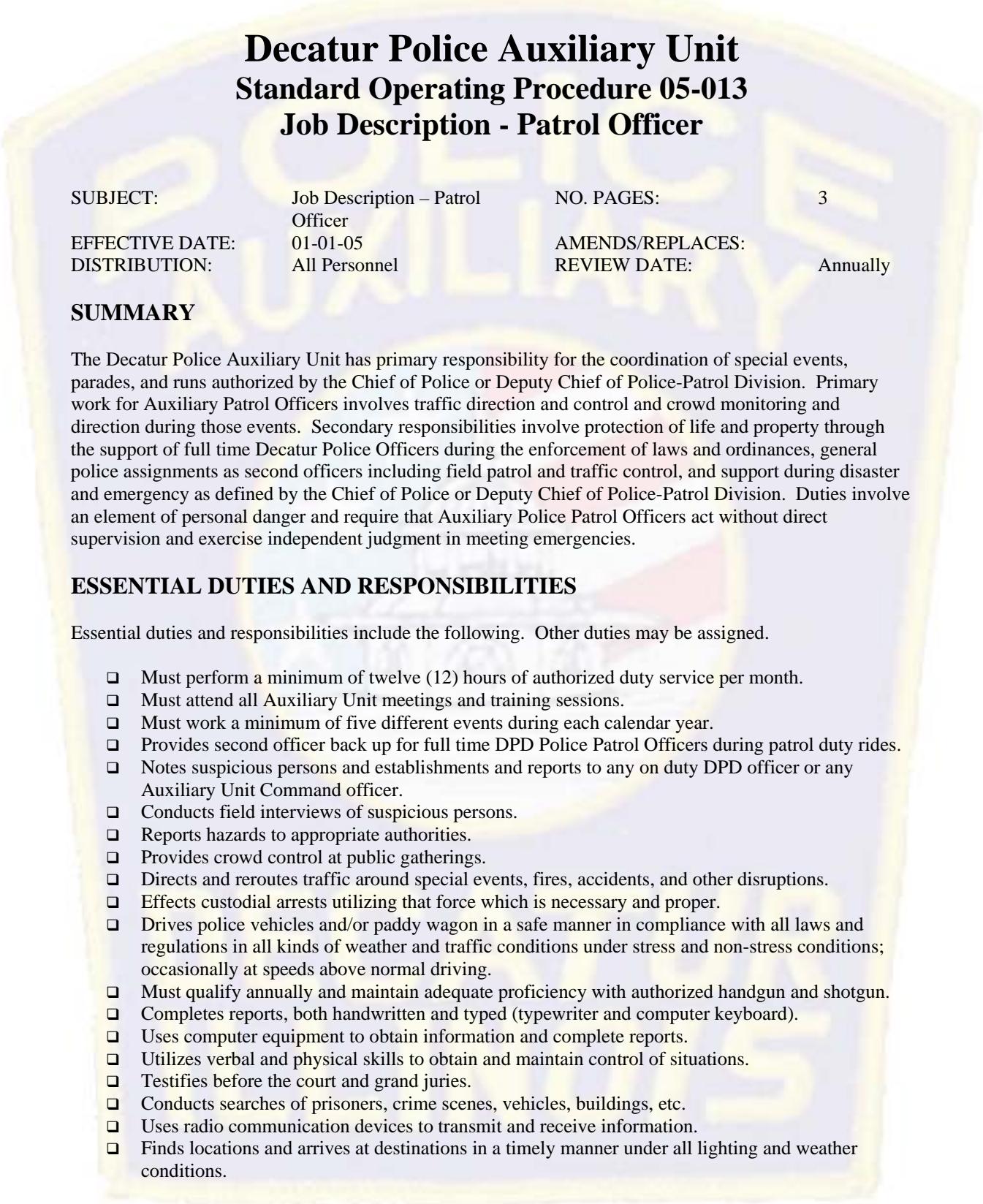
WORK ENVIRONMENT

While performing the duties of this job, the Patrol Sergeant occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

BY ORDER OF:

Mark D. Barthelemy
Chief of Police

Todd A. Walker
Deputy Chief of Police



Decatur Police Auxiliary Unit

Standard Operating Procedure 05-013

Job Description - Patrol Officer

SUBJECT:	Job Description – Patrol Officer	NO. PAGES:	3
EFFECTIVE DATE:	01-01-05	AMENDS/REPLACES:	
DISTRIBUTION:	All Personnel	REVIEW DATE:	Annually

SUMMARY

The Decatur Police Auxiliary Unit has primary responsibility for the coordination of special events, parades, and runs authorized by the Chief of Police or Deputy Chief of Police-Patrol Division. Primary work for Auxiliary Patrol Officers involves traffic direction and control and crowd monitoring and direction during those events. Secondary responsibilities involve protection of life and property through the support of full time Decatur Police Officers during the enforcement of laws and ordinances, general police assignments as second officers including field patrol and traffic control, and support during disaster and emergency as defined by the Chief of Police or Deputy Chief of Police-Patrol Division. Duties involve an element of personal danger and require that Auxiliary Police Patrol Officers act without direct supervision and exercise independent judgment in meeting emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Must perform a minimum of twelve (12) hours of authorized duty service per month.
- Must attend all Auxiliary Unit meetings and training sessions.
- Must work a minimum of five different events during each calendar year.
- Provides second officer back up for full time DPD Police Patrol Officers during patrol duty rides.
- Notes suspicious persons and establishments and reports to any on duty DPD officer or any Auxiliary Unit Command officer.
- Conducts field interviews of suspicious persons.
- Reports hazards to appropriate authorities.
- Provides crowd control at public gatherings.
- Directs and reroutes traffic around special events, fires, accidents, and other disruptions.
- Effects custodial arrests utilizing that force which is necessary and proper.
- Drives police vehicles and/or paddy wagon in a safe manner in compliance with all laws and regulations in all kinds of weather and traffic conditions under stress and non-stress conditions; occasionally at speeds above normal driving.
- Must qualify annually and maintain adequate proficiency with authorized handgun and shotgun.
- Completes reports, both handwritten and typed (typewriter and computer keyboard).
- Uses computer equipment to obtain information and complete reports.
- Utilizes verbal and physical skills to obtain and maintain control of situations.
- Testifies before the court and grand juries.
- Conducts searches of prisoners, crime scenes, vehicles, buildings, etc.
- Uses radio communication devices to transmit and receive information.
- Finds locations and arrives at destinations in a timely manner under all lighting and weather conditions.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Minimum qualification requirements include:

1. 21 years of age at the time of appointment, but not more than 57 years of age, with a maximum retirement age of 62.
2. No felony convictions.
3. U.S. Citizen at the time of appointment.
4. Possess a valid Illinois Drivers License.
5. Be of good moral character and not possess an adverse police record.
6. Maintain residency consistent with that required of full time DPD officers.
7. Successful completion of the authorized DPD Auxiliary Unit selection process.
8. Copy of certified birth certificate, if requested.
9. No orders of protection.

The requirements listed below are representative of the knowledge, skills, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

Current requirements for entry-level – minimum - high school diploma/G.E.D. certificate.

LANGUAGE SKILLS

Reading: Ability to read, analyze, and interpret, statutory case law, police reports, department policy manual, professional journals, technical procedures, or governmental regulations.

Speaking: Ability to interview and interrogate witnesses and suspects according to established police division guidelines. Ability to effectively present information and respond to questions as a trial witness or to the general public. Ability to speak effectively utilizing all forms of communication to include; the police radio, telephone, and tape recorder. Ability to speak to citizens (individually and as groups) in response to questions, inquiries, concerns on a variety of police and/or community issues.

Writing: Ability to write effective, clear and concise police reports according to established police division guidelines. Ability to write inter and intra-agency correspondence.

CURRENT REQUIREMENTS FOR ENTRY LEVEL

1. Application packet.
2. Background investigation.
3. Oral interview.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, mean and median, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to utilize deductive reasoning to isolate specific facts from a myriad of details arriving at articulable conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must pass the Illinois Law Enforcement Training Standards Board firearms qualification course by demonstrating acceptable proficiency with a Department approved handgun.

Must pass periodic DPD firearms qualifications course evaluations with handgun and shotgun.

Must possess a valid Illinois Firearms Owners Identification (FOID) Card.
Must possess a valid Illinois Driver's license.

OTHER SKILLS AND ABILITIES

Must possess basic typing skills for utilization with a manual or electric typewriter and computer keyboard.

Ability to utilize computer software including Mobile Display Computer (CAD/LEADS)

Must maintain understanding of and proficiency with respect to all Auxiliary Unit procedures including: parade and event procedures; equipment checkout procedures; and administrative procedures.

Must have a familiarity with legal terms utilized in daily law enforcement operation.

Ability to demonstrate patience and emotional detachment in stress filled situations and to display a command bearing that allows the officer to attain control of stress filled situations is required.

Must demonstrate the highest degree of personal ethics, honesty and integrity, both on and off duty.

Must have the ability to adapt to a para-military style organization and accept policy/rules/regulations while still demonstrating the ability to respond and act independently as required.

PHYSICAL DEMANDS

While performing the duties of this job, the Patrol Officer is regularly required to use hands and fingers, handle, or feel objects, tools, or controls and talk or hear. The Patrol Officer frequently is required to stand and sit. The Patrol Officer is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; run and jump; and taste or smell.

The Patrol Officer must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 100 pounds or more in emergency situations. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Auxiliary Officers must be able to safely operate a motor vehicle under adverse weather and traffic conditions, in stress and non-stress conditions.

WORK ENVIRONMENT

While performing the duties of this job, the Patrol Officer occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. Noise levels will vary but on occasions may be above 95 db.

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