


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 13.02</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: Auxiliary Program</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as:</p>	<p>State Certification Standards: 6.7</p>		

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding the operations of Rabun County Sheriff's Auxiliary (RCSA).

POLICY

It shall be the policy of Rabun County Sheriff's Office that Auxiliary members operate in accordance with accepted protocols, procedures and guidelines set forth in the Sheriff's Auxiliary Handbook, and in accordance to applicable statutes.

DISCUSSION

The Rabun County Sheriff's Office will maintain Auxiliary members to provide a variety of public service and customer service functions to enhance and supplement the capabilities of the department's full-time members. Auxiliary members are not vested with law enforcement powers, but are unpaid volunteers that serve as a civic service. The Auxiliary will use resources and talents to further charitable causes, which benefit the citizens of Rabun County and support the goal of enhancing the public image of the Rabun County Sheriff's Office. No proceeds of any kind will be paid to any Auxiliary member for services rendered.

RCSA volunteer positions should be designed to augment, not replace, paid staff positions. Position titles and job descriptions should not match any current employee job classification. Adding "aide" or "assistant" to current position titles (from paid staff job classifications) is acceptable.

The RCSA members will not be assigned to duties requiring a sworn officer status, will not be involved in the day-to-day delivery of law enforcement services, and will not involve themselves in situations for which they are not trained or empowered to act.

DEFINITIONS

Auxiliary Member – A volunteer citizen who is not paid for services provided. Voluntary service shall include service performed by any authorized volunteer who receives no remuneration other than work assignment-related expenses. Volunteers are “at will” staff with no employee “rights” and are not represented by employee associations. Auxiliary members are non-sworn and non-commissioned positions with primarily assignments directed towards such activities as law enforcement related community relations activities, civilian level support activities, emergency support, disaster support, large scale special events support, and other law enforcement related support activities.

CHAIN OF COMMAND

The Rabun County Auxiliary members serve at the pleasure of the Sheriff. The RCSO Training Director will serve as the liaison between the RCSO and RCSA. Auxiliary members are under the direct command of the Sheriff and directly managed by an Auxiliary Director selected by the Auxiliary members and approved by the Sheriff.

RCSO SHERIFF – Constitutionally Elected Chief Law Enforcement Official for Rabun County responsible with final approval of all RCSO and RCSA activities.

The RCSO LIAISON OFFICER to the RCSA is appointed by the Sheriff and is a commissioned Deputy Sheriff in charge of the oversight of the RCSA program on a daily basis. This Officer acts as a liaison between the RCSA and the Sheriff as well as all other Officers and other personnel in the Rabun County Sheriff’s Office. The RCSO Training Officer is tasked to serve as the RCSA-RCSO Liaison Officer.

The RCSO Liaison Officer is responsible for the coordination of training and certification of the RCSA members, the volunteer’s uniforms and equipment, work assignments, monthly meetings, reviewing monthly reports, personnel matters, unit records and other official paperwork, finances, and all day to day operations of the RCSA Unit. The RCSA Director reports to the RCSO-RCSA Liaison Officer and Sheriff.

RCSA DIRECTOR – The RCSA Director shall be the Chief Executive Officer of the Rabun County Sheriff’s Auxiliary and, subject to the Sheriff’s approval and supervision, shall lead and manage all of the assets, business, and affairs of the Rabun County Sheriff’s Auxiliary. The RCSA Director reports to the Sheriff and RCSO-RCSA Liaison Officer. The RCSA Director shall preside at all RCSA meetings. The RCSA Director will assign RCSA manpower to events or special details at the request for assistance (RFA) by the Sheriff or his designee. The RCSA Director may appoint or remove any RCSA volunteer at the direction of the Sheriff and shall establish committees and appoint committee team leaders for special tasks or areas of responsibility. In general, he/she shall perform any and all duties incident to the office of RCSA Director and such other duties as directed by the Sheriff or his designee.

RCSA DEPUTY DIRECTOR – The Deputy Director shall act as the RCSA Director in the absence of the RCSA Director as requested by the RCSA Director or Sheriff, and provide such support as directed by the RCSA Director or Sheriff.

RCSA ADMINISTRATOR – The Administrator/Secretary shall: (a) keep the minutes of meetings of the RCSA Board and membership meetings in one (1) or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of the RCSA; (c) be custodian of the RCSA records; (d) keep current registers of contact information of each RCSA Volunteer; (e) sign with the Director, or others authorized by the Director for the Rabun County Sheriff's Auxiliary business, contracts, or other instruments, except when the signing and execution thereof have been expressly delegated by the Sheriff or designee of the RCSO/RCSA. In the absence of the Administrator, an Assistant Administrator may be selected by the RCSA Director or Sheriff to perform his/her duties.

RCSA COMPTROLLER - The RCSA Comptroller shall have charge and custody of and be responsible for all funds and securities of the RCSA; receive and give receipts for moneys due and payable to the RCSA from any source whatsoever, and deposit all such moneys in the name of the Rabun County Sheriff's Auxiliary in banks, trust companies or other depositories selected in accordance with the revisions of this Rabun County Sheriff's Auxiliary Handbook; and in general perform all of the duties incident to the office of Comptroller and such other duties as from time to time may be assigned to him/her by the Sheriff or by the RCSA. The RCSA Comptroller may seek advice and assistance through Community Partnership under their umbrella program for fund raising activities. In the absence of the RCSA Comptroller, an Assistant Comptroller may be selected by the RCSA Director or Sheriff to perform his/her duties.

RCSA TEAM LEADER - Appointed by the RCSA Director or Sheriff to serve as the leader of a select RCSA committee. Reports to the RCSA Director or Sheriff.

SELECTION PROCESS

All eligibility requirements to apply for the RCSA are listed in the RCSA membership application, Phase I.

All prospective applicants must follow the application process consisting of three phases, as described below, and in the application packet.

The application packet will consist of Standard Sheriff's Office Application, the Motor Vehicle Report – MVR, which will be obtained through the Sheriff's Office, the Criminal History Consent Form, and the Authorization for Release of Personal Information Form.

All forms and the Application must be fully completed by the applicant.

A background check will be conducted for all applicants and a security clearance must be obtained prior to acceptance to the RCSA.

All applicants must be given the same interview process by individuals designated by the Sheriff. Anything discussed during the course of the interviewing process shall remain confidential.

MINIMUM QUALIFICATIONS

- Must be twenty-one (21) years of age or older.
- Must be a citizen of the United States.
- Must have no record of any felony conviction.

☐ Possession of, or ability to obtain, a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR).

The applicant will be disqualified from further consideration for any of the following reasons:

☐ The applicant's driver's history reflects more than three moving violations within a period of five years from the date of application, with a disposition other than not guilty or dismissed.

☐ The applicant's driver's history reflects excessive speeding of a serious nature, hit and run, or fleeing or attempting to elude an officer; or a driver's history that displays a blatant disregard for the safety of others, with a disposition other than not guilty or dismissed.

☐ The applicant's driver's license has been suspended anytime within five years from the date of the application (exceptions will be considered for insurance cancellation suspensions).

☐ The applicant has a history of at-fault vehicular accidents.

☐ The applicant has been charged with a controlled substance violation or an alcohol related offense (i.e., DUI for furnishing alcoholic beverage to a minor), with a disposition other than not guilty or dismissed.

☐ The applicant's criminal history reflects a serious or aggravated misdemeanor arrest; a felony arrest; or any arrest that involves moral turpitude or would have an adverse effect on the organization, with a disposition other than not guilty or dismissed.

☐ The background investigation reveals that the applicant is involved or has been involved with unethical activity, moral turpitude or criminal conduct.

☐ The applicant's application is falsified.

☐ The results of the background investigation reflect negatively on the applicant's credibility as a witness in a court of law.

Before advancing further in the selection process, the applicant must satisfy each element of the background investigation. If for some reason the applicant is eliminated during the investigation, the investigator will communicate this to the applicant by written correspondence from RCSO Liaison Officer.

UNIFORMS AND DRESS CODE

As with any public service organization, professionalism in both attitude and physical appearance is critical. As a volunteer, RCSA members are in some ways an ambassador for the RCSO and the Sheriff. The manner in which RCSA members present themselves reflects upon the Sheriff's Office as a whole.

Volunteers shall be neat and clean in their person and conform to Sheriff's Office- approved dress consistent with their duty assignment.

Volunteer's attire shall be neat and conservative.

Uniforms authorized for RCSA members shall be readily distinguishable from those worn by sworn officers.

No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service.

An ID card will be issued to each RCSA member. The ID card must be carried at all times while on duty and properly displayed.

RCSA members will wear their uniforms in an approved manner. The uniforms should be neat and clean at all times. When in uniform, proper RCSA identification shall be worn in plain view. Without proper identification on you, you cannot be on active duty.

In addition, the Auxiliary badge will be worn in a conspicuous manner.

Certain dress codes may be specified by the RCSO on occasions, depending on the duty assignment or function.

No modifications shall be made to the uniforms, without approval from the Sheriff.

BADGES AND INSIGNIA

Identification cards shall be presented to each Auxiliary member by the Sheriff. Badges will be purchased by each Auxiliary member and to be worn at all Auxiliary functions. Upon leaving Auxiliary member status, individual badges and Identification cards will be turned into the Auxiliary Director.

FIREARMS and WEAPONS

RCSA members may not carry firearms or weapons, including OC (unless the RCSA member is certified through an OC class and approved by the Sheriff or his designee) while on patrol or while representing the RCSA in any official capacity. A pocket knife or "pen" knife (maximum 4" blade) may be carried if it not used or brandished as a weapon at any time while a RCSA member is on patrol. RCSA members that are POST certified or have the express permission of the Sheriff will be permitted to carry firearms or weapons while on official RCSA duties.

CONDUCT

A RCSA member may be removed from the RCSA program at any time if the Sheriff or RCSA-RCSO Liaison Officer determines, for whatever reason, that the RCSA member is not suitable to continue to participate in the RCSA program.

Volunteers may be accepted into the RCSA Program without reference to an eligibility list and can be terminated without a hearing or other formality.

A member of the RCSA shall not at any time represent themselves as a commissioned or sworn law enforcement officer or in any way act in a manner that could be construed as impersonating a law enforcement officer.

PARTICIPATION FUNCTIONS

RCSA members can be helpful to the Rabun County Sheriff's Office by:

- Assisting in emergency situations and special events.
- Assisting with community contacts such as business and residential checks.
- Visiting homebound and isolated persons.
- Conducting or assisting in safety and crime prevention programs.
- Neighborhood Watch programs
- Citizens Academy programs
- Assisting officers in performing traffic and pedestrian control.
- Helping the RCSO in clerical, administrative, technical and professional activities.
- Participating in the Ride Along program.
- Assist with any other non-hazardous duties directed by the Sheriff or his designee.
- Assisting in the Safe Kids program.

LIMITATIONS AND RESTRICTIONS

A RCSA member may be removed from the RCSA program at any time if the Sheriff or RCSA-RCSO Liaison Officer determines, for whatever reason, that the RCSA member is not suitable to continue to participate in the RCSA program.

Volunteers may be accepted into the RCSA Program without reference to an eligibility list and can be terminated without a hearing or other formality.

A member of the RCSA shall not at any time represent themselves as a commissioned or sworn law enforcement officer or in any way act in a manner that could be construed as impersonating a law enforcement officer.

TRAINING

All RCSA volunteers will receive the necessary training to become proficient in performing their duties. It is essential that RCSA personnel undergo an initial training program commensurate with their particular job and level of participation.

A. ORIENTATION

An orientation will be given to each new member of the RCSA.

The purpose of the orientation process is to make new volunteers feel welcomed and appreciated and to give them information which will assist them in performing their work effectively. Orientation involves giving volunteers an adequate background on the agency, its operation, and its procedures. Orientation is necessary because the volunteer needs to become a part of the organizational environment a process which requires that the volunteer understand what the Sheriff's Office is about and how it operates.

RCSA staff will schedule and conduct a formal RCSA orientation for all new volunteers. Volunteers are expected to abide by the same supervision, rules of conduct, and ethical standards which govern paid RCSO staff.

Volunteers receive a copy of the RCSA Handbook. This publication will serve as a detailed reference which provides valuable information about the organization and the RCSA Program.

B. TRAINING

RCSA members shall receive required training in all areas that they are anticipated to be working.

The training is to be completed by a person who is trained and experienced in the subject matter being covered.

Training does not have to comply with P.O.S.T. approval, as with sworn personnel. However, the training will adequately cover topics necessary for familiarity of the tasks to be performed.

C. RECOMMENDED RCSA TRAINING REQUIREMENTS.

Community Emergency Response Team (CERT) Training – IS-317 Introduction of CERT On-line Course with six modules – 16 hours.

RCSA Wearing of the Uniform & RCSA Handbook Orientation – 2 hours

Radio Communications – 2 hours

Basic Georgia Traffic Law and RCSO Vehicle Control & Familiarization – 4 hours

RCSO Public Relations and Ethics – 2 hours

RCSO Rules and Regulations – 2 hours

GBI On-Line Course "Dissemination of Information" including Georgia Crime Information Center (GCIC) Security and Integrity – 4 hours (Bi-annual Recertification/Mandatory)

RCSO Mechanics of Arrest and Detention Training – 4 hours

CPR/AED/First Aid Certification Training – 8 hours (Bi-annual Recertification/Mandatory)

Note: The RCSO and RCSA have the option of making any of the above requirements mandatory upon acceptance into the Auxiliary program.

D. ADDITIONAL TRAINING.

RCSA members shall receive any required training in areas that they are assigned as a volunteer.

The training is to be completed by a person who is trained and experienced in the subject matter being covered.

Training does not have to comply with GA P.O.S.T. approval, as with sworn personnel. However, the training will adequately cover topics necessary for familiarity of the tasks to be performed.

LIABILITY PROTECTION

All Rabun County Sheriff's Office Auxiliary members are provided with liability protection equal to the amount provided for full time personnel. This is to cover any lawful actions under "the color of the law" while acting as a member of the Auxiliary Unit.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County