

AUXILIARY POLICE PROGRAM OVERVIEW 2008



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INTRODUCTION TO THE NEW YORK CITY AUXILIARY POLICE PROGRAM

The Department has made it clear that the Auxiliary Police Program is one of the best vehicles offered for involving the citizenry and community in promoting public safety through their personal participation.

Ranking superior officers of the New York City Police Department have favorably evaluated the Auxiliary Police Program. Commanding Officers are encouraged to fully utilize this valuable personnel resource. Auxiliary patrols have been an integral part of the Department's Crime Prevention, Quality of Life, and Police Community Relations Strategies.

The New York City Auxiliary Police Program is the largest in the country. Currently the Program consists of over 4,500 dedicated men and women who perform volunteer services for their community. Auxiliaries represent a cross section of the ethnic and racial composition of each of the City's seventy-six Patrol Precincts, nine Housing Police Service Areas and twelve Transit Districts. Collectively, they contribute over one million hours of service each year. The duty they perform is voluntary; however, a minimum of 144 hours of duty per fiscal year is required.

Auxiliary Police Officers are neither Police Officers nor Peace Officers (except during an emergency under 2.20 Criminal Procedure Law.) They do not carry firearms and no power of arrest beyond that of a private citizen. Equipped with a SABER radio and a baton, they are trained to “**observe and report**” as they perform uniform patrol in their neighborhood as a crime deterrent.

BRIEF HISTORY AND BACKGROUND

Due to the threat of Nuclear War in 1950, the President of the United States proclaimed the existence of a National Emergency and called upon the Local Governments to address the possible threat to National Security.

The 81st Congress passed Public Law #920 entitled “The Civil Defense Act of 1950” which authorized a Federal Civil Defense Program. This Law intended to provide a plan for the protection of life and property in the United States. The responsibility for Civil Defense was vested in the States and their political subdivisions.

The New York State Legislature followed the recommendations of the Federal Government, and in 1951 enacted the “New York State Defense Emergency Act” which empowered the City of New York to create a Civil Defense Program. This act requires cities to recruit, train and equip volunteers to be Civil Defense Wardens (Auxiliary Police Officers), who will act as an adjunct to the regular Police Departments in the event of a Civil Defense Emergency or natural disaster (Civil Preparedness).

In 1967, Mayor John V. Lindsay signed Executive Order #51. In that order, the New York City Police Department was given full responsibility for the City’s Auxiliary Police Program. Executive Order #38 of August 29, 1975 continued this responsibility.

In the event of an emergency, legislation exists which enables the Police Commissioner, Mayor, and/or New York State Legislature to confer Peace Officer status upon Auxiliary Police.

Pursuant to Section 2.20 of the Criminal Procedure Law, Auxiliary Officers may be given Peace Officer status. This limited authority is only valid during a period of imminent or actual attack by enemy forces, or during official duties. The principal function that Auxiliaries would perform during this period would be to direct and control traffic.

MISSION OF THE AUXILIARY POLICE PROGRAM

1. To assist the police in deterring crime by having Auxiliary Police perform uniform patrol.
2. To help bridge the gap between the Police and the community (via the Auxiliary Police Officer), thereby improving community relations.
3. To maintain a cadre of trained Auxiliary Police that would augment the regular Police in the event of an emergency or natural disaster.

WHO ARE THE AUXILIARY POLICE?

Auxiliary Police are unsalaried, civic-minded citizens who have volunteered to assist their local Police Commander. They come from all walks of life: attorneys, educators, business owners, laborers, civil servants, security officers, health professionals students, homemakers, etc. Every Police Precinct, Housing Police Service Area and Transit District in the City has an Auxiliary Police Unit. The Department also has Auxiliary Police Officers assigned to Harbor, Highway, and Special Task Unit.

The auxiliary police, like the regular police service, are a quasi-military program. Its members are supervised by officers of the regular police as well as superiors within the auxiliary police ranks.

The rank structure is as follows:

Auxiliary Deputy Chief *Patrol Borough Commands*
Auxiliary Inspector *Patrol Borough Commands*
Auxiliary Deputy Inspector *Patrol Borough Command/Precincts*
Auxiliary Captain *Precinct/Unit Commands*
Auxiliary Lieutenant *Precinct/Unit Commands*
Auxiliary Sergeant *Precinct/Unit Commands*
Auxiliary Police Officer *Precinct/Unit Commands*

REQUIREMENTS AND HOW TO JOIN

Requirements:

- Age 17 through 63 (persons over 63 may apply for administrative duties)
- Live or work in New York City
- Be in good health
- Able to read and write English
- Never been convicted of a felony or have a previous arrest record that would prevent acceptance
- A United States Citizen or a permanent resident who has a valid visa or alien registration card
- Be of good character

To join:

- Visit a local Precinct, Housing Service Area, or Transit District and meet with the Auxiliary Police Coordinator
- Also, you may call 1-212-AUX-1000, or visit the website at **www.nyc.gov/nypd**

DUTIES AND FUNCTIONS

Auxiliary police are “**eyes and ears**” for the Police Department. They are trained to observe and report conditions requiring the service of regular police officers. Wherever possible, they assist in non-enforcement and non-hazardous duties. The following are areas in which auxiliary police have assisted the Department.

A. Additional uniform presence at:

1. Residential and commercial areas
2. Community festivals, fairs, bazaars, flea markets and block parties
3. Recreational areas, parks and playgrounds
4. Housing Police Service Areas
5. Transit stations, platforms, entrances, stairwells and exits
6. Malls and shopping areas during high activity
7. Bicycle Patrols
8. Burglary and Graffiti prone locations
9. Intensified observations for counter- terrorism
10. Perimeter Patrol at:
 - a. Houses of Worship
 - b. Hospitals
 - c. Community Centers
 - d. Senior Citizen Centers
 - e. Cemeteries (especially on Halloween)
 - f. Day and Night School (especially during afternoon sports/ concert events)
11. Cover unassigned school and church crossings.

B. Assist with vehicular/pedestrian traffic at:

1. Parades
2. Marathons
3. Special Citywide and Borough Events
4. Concerts
5. Street Closings and Block Parties
6. Intersections with broken traffic lights
7. Accident scenes
8. Fire scenes
9. Water main breaks*
10. Streets with down trees*

DUTIES AND FUNCTIONS *(continued)*

- C. Assist in searches for missing persons by providing:
1. Personnel
 2. Lighting Equipment
 3. Intelligence
 - a. Familiarity with residents
 - b. Knowledge of area
- D. Assist in general administrative tasks:
1. Interpreter
 2. Internal/External station house security (non-prisoner)
 3. Desk officer in the auxiliary office or telephone duty
 4. Precinct receptionist, if no one is assigned
- E. Provide Precinct intelligence regarding:
1. Quality of Life conditions
 2. Suspected criminal activities
 3. Potential terrorist activities
 4. Location of abandoned or derelict vehicles
 5. Hazardous street conditions
- F. Assist in Precinct Crime Prevention Programs:
1. Vehicle Identification Number (VIN) Etching Program
 2. Combat Auto Theft (CAT) Program
 3. Bicycle Identification Program
 4. Kid Care Program
 5. Help End Auto Theft (HEAT) Program

NOTE: During most of the above activities, an Auxiliary Police Uniform presence assists in crime prevention and provides the public with an increased sense of security.

TRAINING

All auxiliary police recruits must attend the Basic Training Course (BTC), which is certified by the New York State Municipal Police Training Council. They are instructed by auxiliary police coordinators who conduct this training at a designated Borough site over a sixteen-week period for a total of forty-eight hours of instruction. This course encompasses topics that include police/behavioral science, baton/self-defense training, Penal/Criminal Procedure Law, police procedures, crowd/traffic control, field training, first aid, and other related subjects, which prepare the volunteers to effectively perform their function. In addition special topics in Domestic Violence, Radio Codes signals, Multiculturalism, Citywide Incident Management Systems and Community Emergency Response Team (CERT). While the recruit is attending the sixteen-week course, a background investigation is conducted. After successfully completing the Basic Training Course and found acceptable for the Program, the volunteer is then assigned to a local precinct, Housing Police Service Area, or Transit District. Auxiliary police officers receive periodic in-service training at their local command to keep them informed of new procedures and to reinforce material previously presented. Auxiliary police candidates for sergeant must attend the Basic Management Course; Auxiliary police sergeant for lieutenant must attend the Advanced Management Course conducted by Methods of Instruction (MOI) qualified Auxiliary Police Section trainers. Also, van, Radio Motor Patrol (RMP), and bicycle training are conducted by Police Academy Driver Training Unit (PADTU) scheduled through the Auxiliary Police Section. A Coordinator's Orientation Course for newly assigned police officers to that position is given by Auxiliary Police Section trainers.

Department Policy addressing matters pertaining to Office of Equal Employment Opportunity (OEEO) has been incorporated into the Auxiliary Guide. A sensitivity training class was held for all precinct and unit training supervisors to promote awareness, cooperation, and goodwill between police personnel and auxiliary police.

Special training in safety, tactics, and integrity is given to select auxiliary police officers that participate in Quality of Life initiatives with Borough Vice Enforcement and Precinct Conditions Unit.

Citywide A.P. training is conducted by our Department's specialized trainers in gang awareness, anti-graffiti initiative, terrorism awareness and traffic control.

SPECIAL AUXILIARY POLICE PATROLS

BICYCLE PATROLS

Bicycle Units have been implemented and are currently in operation in various commands. Bicycles may be obtained through community donations or auxiliary police may utilize bicycles from the Community Policing Unit, if approved by the Police Commanding Officer. Any Patrol Command intending to start an Auxiliary Police Bike Patrol unit must submit a request to the Commanding Officer, Auxiliary Police Section, for approval. All Auxiliary Police Officers must attend and successfully pass the department's bicycle training course conducted by the Police Academy Driver Training Unit at Floyd Bennett Field.

HOUSING BUREAU

The Housing Bureau Auxiliary Police Program started in 1992 prior to the merger, as a pilot project in Police Service Area 1 and 4. This program expanded to all Police Service Areas and now provides an invaluable service to the residents of the housing developments.

In addition to general non-emergency, non-enforcement patrol duties, Auxiliary Police Officers assigned to Housing Development Areas (Police Service Areas) are being utilized for crime prevention, community events, and administrative functions.

Auxiliary Officers attend Tenant Association and Youth meetings to coordinate **perimeter and lobby patrols** and address specific concerns of a particular development, such as gang related activity. This information can be valuable to patrol and detective units.

TRANSIT BUREAU

The Transit District Auxiliary Police Program started in 2000 as a pilot project in Transit District 20. In July of 2005 this program expanded to include all Transit Districts. Transit District Auxiliary Police Officers patrol token booth areas, stairs leading to and from stations, mezzanine areas, street areas in the immediate vicinity of subway stations, and distribution of crime prevention literature. Auxiliary Police assigned to Transit Districts will be the "eyes and ears" for our Department, acting as an effective crime deterrent in the Transit System.

EQUIPMENT

VEHICLES

Each command has at least one vehicle assigned. Some commands have an additional vehicle acquired through community donations. Currently, the fleet consists of RMPs, Vans, Station Wagons, and Trucks (for APSU only).

SABER RADIOS

SABER radios have been assigned to all Patrol Commands, Housing Service Areas, and Specialized Units. In addition, there are radios assigned to Auxiliary Police Section Headquarters.

PHOTO IDENTIFICATION SYSTEM

A computerized Photo Imaging System has been procured, the staff trained, and is currently in use. The imaging system produces an identification card similar to the card currently provided to uniform and civilian members of the service. The system maintains a stored database to be used for identification and photo retrieval purposes. Additionally, this system can be used to enhance Department investigations, i.e. Internal Affairs Bureau, Detective Bureau, etc.

AUXILIARY POLICE SECTION

The Auxiliary Police Section is an operational staff unit reporting directly to the Chief of Patrol. This command oversees the Department's Citywide Auxiliary Police Program, which consists of over 4,500 volunteers. The Auxiliary Police Section performs the following operational functions for the Citywide Program:

1. Maintain citywide records of all present and former Auxiliary Police members including:
 - Personnel folders
 - Time records
 - Shield identification records
 - Rosters and training records
2. Assists in citywide recruitment efforts. Provides posters, brochures, public service announcements, and a citywide recruitment telephone lines (212-AUX-1000)
3. Process recruit enrollment packages received from all commands throughout the City, including:
 - City and Federal Bureau of Investigation (FBI) prints
 - General Application forms
 - Investigation, if prior arrest is indicated
4. Prepare and issue training materials for the courses:
 - Basic Training
 - Basic Management
 - Advanced Management
 - Precinct and Unit Auxiliary Coordinator Training
 - Self Defense Training for Auxiliary Coordinators
5. Coordinate Citywide Basic Training for Auxiliary Police recruits.
6. Prepare and issue uniform vouchers for all approved auxiliary recruits.
7. Conduct Appointment Nights where all new Auxiliary Police recruits are processed and issued shields and Identification cards.
8. Purchase, issue, and record the status of all auxiliary police shields.

AUXILIARY POLICE SECTION *(continued)*

9. Conduct Training Course on a citywide basis.
10. Maintain a radio inventory of all SABER radios and related equipment assigned to Auxiliary Police Units.
11. Coordinate with Audits & Accounts Section for the distribution of the annual uniform allowance for qualified personnel.
12. Formulate and issue Auxiliary Police Section Directives, Orders, and Auxiliary Patrol Guide amendments to properly administer the program.
13. Conduct staff inspection of Auxiliary Police Units to insure standardization of performance and record keeping.
14. Coordinate the assignment of Auxiliary Police vehicles.
15. Prepare printouts for Management Information Systems Division to insure that State mandated part-time Peace Officer rosters are sent to Albany on a timely basis.
16. Train auxiliary police officers and maintain an updated list of trained auxiliary police for “Quality of Life” operations.
17. Conduct personnel record checks for investigative units, i.e. Internal Affairs Bureau, Applicant Processing Division, and Detective Bureau.
18. Conduct the Annual Citywide Longevity Ceremony at One Police Plaza.
19. Process requests and issue awards for Auxiliary Police Department Recognition.
20. Open and maintain a Command Center in the event of an emergency as directed by the Operations Division.

21. Make final determination on all:

- New applicants
- Transfers
- Disciplinary matters
- Promotions
- Leave of absence
- Awards

22. Oversee activities of specialized Auxiliary Police Section units comprised of auxiliary police personnel assigned to:

- Special Task Unit
- Headquarters Unit
- Band
- Ceremonial Unit
- Uniform/Awards Committee
- Promotion Board

ANNUAL BOROUGH EVENTS

- Manhattan South* - Halloween Parade
Thanksgiving Day Parade
Lunar New Year
MS Bike
MS Walk
New Years Eve Detail
- Manhattan North* - Metropolitan Opera NYC Philharmonic
Citywide East 116th Street Festival
- Bronx* - Yankee Stadium
Orchard Beach
St. Patrick's Day
- Brooklyn South* - Prospect Park
Asser Levy Park
Wingate Field Concerts
- Brooklyn North* - West Indian Parade
Atlantic Antic
Fulton Street Detail
Von King Concerts
- Queens South* - Rockaway Detail
Forest Park
Woodhaven Festival
- Queens North* - Flushing Meadow Park
Chinese New Year
Gay Pride Parade
US Tennis Open
- Staten Island* - 4th of July Parade
Wolfs Pond Park Concerts
Back to Beach
MD Walk

CITYWIDE EVENTS

New York City Marathon
National Night Out Against Crime
Borough Harmony Picnic
New York City Triathlon (Goodwill Games)
Auxiliary Memorial Service
St. Patrick's Day Detail
Balloon Detail
Memorial Day Parade
Puerto Rican Day Parade

AWARDS AND RECOGNITION

Departmental Recognition is awarded to active members of the Auxiliary Police Program for commendable service while on duty. Awards Orders are published quarterly. Certificates and bars are distributed. Recognition awards are listed as follows:

- Valor
- Commendation
- Merit
- Letter of Personal Recognition
- Unit Citation
- Service Longevity
- 500 Hour
- 3000 Hour

The Auxiliary Police Longevity Service and Awards Ceremony is conducted annually, honoring members of the Auxiliary Police Program. These volunteers have achieved milestones of 20 Years of Service and above, as well as Auxiliary Police Officer and Supervisor of the Year for each Borough, Housing Bureau, Transit Bureau and Specialized Unit.

Auxiliary Police Section maintains a **liaison** with **Deputy Commissioner, Public Information, and Spring 3100** for publication of newsworthy events, and exceptional deeds involving auxiliary police. Also visit the Auxiliary police display at the NYPD Museum.

QUALITY OF LIFE INITIATIVES

PURCHASE OF ALCOHOL OPERATIONS UTILIZING UNDERAGE AUXILIARY POLICE OFFICERS

Volunteer Auxiliary Police Officers between the ages of 18 and 20 ½ are given specialized training at the Auxiliary Police Headquarters by members of Organized Crime Control Bureau (OCCB) Vice Enforcement Unit and Auxiliary Police Headquarters staff. They work in plainclothes under direct supervision of the Vice Enforcement or Precinct Conditions Unit supervisor. They attempt to purchase alcohol in licensed premises acting on community complaints. Operations include restaurants, bars, liquor and grocery stores. Each year summonses are issued by Borough Vice and Precinct Conditions Units utilizing auxiliary police.

NOTE: This Quality of Life initiative and others, e.g. Unlawful Displaying and sale of box cutters to minors, etc. are continuing and have proven to be successful.

“FYI”

- Auxiliary Police are not primary response personnel.
- Cannot be used by communities to substitute for police officers (Patrolmen’s Benevolent Association {PBA} vs. Hilt).
- Cannot be used for enforcement activities, except as undercovers in Quality of Life initiatives, i.e.: alcohol operations, box cutters, etc.
- Cannot be assigned dangerous or hazardous duties. (Fitzgibbons vs. The County of Nassau, et. al.) This case places full liability on counties and cities for actions taken by their Auxiliary Police. Previously, the State’s Defense Emergency Act gave blanket immunity for Auxiliary’s actions.
- Cannot patrol alone (must work in pairs).