



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

AUXILIARY/VOLUNTEER

EFFECTIVE DATE: 12/05/08
 AMENDS/SUPERCEDES:
 STANDARD NUMBER: 16.4.1, 16.4.2, 16.4.3

REVIEW DATE: 12/05/08
 REVISION DATE: 12/05/08
 APPROVED: _____
 Sheriff Signature

11.9.1 Purpose

To establish a position for highly motivated, skilled, or civic/spiritually minded individuals who wish to volunteer their time and skills to assist the Weber County Sheriff's Office in its mission

11.9.2 Rationale

There are many positions or assignments in which volunteer assistance can be utilized within the Sheriff's Office. However, it is necessary to distinguish assignments and appearance between "sworn officer" volunteers and "civilian" volunteers.

11.9.3 Definitions

Auxiliary: A non-sworn, unarmed, uniformed or non-uniformed, affiliate whose duties contribute to the mission of the agency in a support capacity. In this policy individuals within the Auxiliaries will be referred to as volunteers.

11.9.4 Policy

- A. The functions of the Weber County Sheriff's Office Auxiliary program will include:
1. Increasing the involvement of qualified citizens in the law enforcement mission.
 2. Providing law enforcement related community services.
 3. Provide necessary services to employees of the Sheriff's Office and/or their families in times of crisis.

4. Providing competent augmentation and assistance to the Sheriff's Office during times of emergencies, disasters, and special events through deployment of volunteer auxiliaries with general and/or specialized skills.
5. Auxiliary components may include but are not limited to the following services:
 - a. Office / Clerical work
 - b. Search and Rescue
 - c. Chaplain services
 - d. Special Radio / Communications Teams
 - e. Explorer / Scouting Post
 - f. Citizen Advisory Boards
 - g. Others as needs arise.

B. Auxiliary Status

1. Volunteers will not have authority to make arrests, or be utilized for duties which would require sworn peace officer status.
2. Volunteers who are trained and authorized for specialized functions work under the authority of the Sheriff.
3. Under no circumstances is a volunteer to engage in a confrontation during his/her tour of volunteer time. If and when a confrontation occurs, the auxiliary is directed to walk away and report the incident to his/her supervisor as soon as possible.

C. Selection Process of Volunteers

Volunteers will be processed as follows, before receiving Sheriff's Office approval:

1. Completed applications will be submitted to the Professional Standards Bureau who will conduct a background investigation on each applicant.
2. After the background is completed, the applicant will be notified by the Sheriff or his designee as to approval or non-approval.
3. If the volunteer leaves, the volunteer will be required to surrender any identification he/she has obtained from the County and/or Sheriff's Office.

D. Duties of Volunteers

1. Weber County Sheriff's Office volunteers shall function under the general direction of the Sheriff and will be directly assigned, upon completion of training, to the appropriate component supervisor.

2. Volunteers will be subject to the rules set forth in the county ordinances, Sheriff's code of conduct, Sheriff's policies and procedures, general / procedural orders, standard operating procedures, and any other rules and regulations that may be set forth by the Sheriff or his designee.
3. Volunteers will, in part, function in support of community relations activities and other civilian level support activities as needed.
4. Volunteer members will serve without pay or other compensation.
5. Workman's Compensation: Volunteer members who respond to official call outs and other authorized activities are eligible for workman's compensation. Employer's report of injury or illness arising out of Office activities will be submitted by the Sheriff's Office immediate supervisor directing the activity of the Office.

E. Search and Rescue

Weber County Sheriff's Search and Rescue Unit (WCSSAR) See Chapter 33, Search and Rescue.

1. Amateur Radio Emergency Services (A.R.E.S.)
 - a. The Sheriff's Office may utilize the services of A.R.E.S. as supplemental communications support for county-wide Emergency Operations Center activation operations, on-scene search and rescue operations and damage assessment. A.R.E.S. is under the direct supervision of the Emergency Management Section Manager. Refer to Chapter 33.34.4, Unusual Occurrences and Emergency Operations.

F. Identification of Auxiliaries

1. Uniforms

Uniforms may be authorized for volunteers as needed for the assignment in which they are placed. Typically clerical auxiliaries do not utilize uniforms, but auxiliaries such as explorer scouts, search and rescue and communications teams may utilize uniforms as the assignment requires.

- a. Any required uniforms will be as prescribed in WCSO Policies and Procedures Chapter 28.
2. Identification cards will be issued as the auxiliary assignment requires for official purposes or building access.

3. All issued identification cards, uniforms or equipment will be returned to the Sheriff's Office upon separation, for any reason, from all auxiliary positions.

G. Training

1. Initial training for specific assignments shall be provided by the Weber County Sheriff's Office as needed or required, and shall be coordinated between the Sheriff's Office Training Unit and the component supervisor of each assigned auxiliary position.
2. In-service training as necessary or required will also be maintained and coordinated between the training unit and component supervisor responsible for the auxiliary position.

H. Honorary Deputy

Honorary Deputy is an award presented to a citizen at the Sheriff's discretion.

1. In order to recognize public service, special assistance to the Office, and for other reasons deemed sufficient, the Sheriff may designate community members as Honorary Deputy Sheriffs.
2. This is strictly an honorarium and in no way, real or implied, bestows any kind of official capacity with the Sheriff's Office as a sworn deputy, a reserve deputy, or an auxiliary unless specifically stipulated as such by the Sheriff or the above policy.
3. Honorary Deputy/Peace Officer Status
 - a. Honorary Deputies are not sworn peace officers and have no statutory peace officer status.
 - b. Honorary Deputies are prohibited from displaying any badge or card with the intention of leading any person to believe he or she is acting in any way as a peace officer.
 - c. All actions taken by Honorary Deputies are acts of those individuals and do not purport to be official actions of the Sheriff or the Sheriff's Office.
4. Badges and Cards
 - a. To identify recipients as Honorary Deputies, the Sheriff may issue identification cards and/or Sheriff's Office badges to those so

honored. These items remain property of the Office and may be recalled for any reason deemed sufficient to the Sheriff.

5. Firearms

No Honorary Deputy is authorized to carry a firearm in connection with Honorary Deputy status.

- a. Permission to carry a concealed weapon requires the statutory required permit, and is not authorized by Honorary Deputy status.
- b. Honorary Deputies working private security jobs will comply with training provisions of the Security and Licensing Act (1979) and all other legal requirements.